

Union Calendar No. 438

111TH CONGRESS }
2d Session

HOUSE OF REPRESENTATIVES

{ REPORT
111-715

REPORT ON THE ACTIVITIES
OF THE
COMMITTEE ON HOUSE ADMINISTRATION
OF THE
HOUSE OF REPRESENTATIVES
DURING THE
ONE HUNDRED ELEVENTH CONGRESS



JANUARY 3, 2011.—Committed to the Committee of the Whole House on
the State of the Union and ordered to be printed

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LETTER OF SUBMITTAL

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC, January 3, 2011.

Hon. LORRAINE MILLER,
Clerk of the House of Representatives,
Washington, DC.

DEAR MS. MILLER: Pursuant to clause 1(d) of Rule XI of the Rules of the House of Representatives, I hereby submit to the House a report on the activities of the Committee on House Administration for the 111th Congress.

Sincerely,

ROBERT A. BRADY,
Chairman.

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REPORT ON THE ACTIVITIES OF THE COMMITTEE ON HOUSE ADMINISTRATION DURING THE 111TH CONGRESS

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Mr. BRADY, from the Committee on House Administration,
submitted the following

R E P O R T

ORGANIZATION OF THE COMMITTEE FOR THE 111TH CONGRESS

The Committee on House Administration, the smallest standing committee in the Chamber, has consisted of nine Members since 1997. In the 111th Congress, the House retained the Committee's size and two-to-one majority-minority party ratio. The Committee on House Administration continued working to serve the House of Representatives and all its Members in a diligent, responsible, cost-effective, bipartisan manner. The Committee is proud of its approach to the task and of its accomplishments and sincerely hopes that the Members and staff of the Committee for the 112th Congress will review the record of the 111th Congress and build upon it, finding this activities report a useful resource.

On January 6, 2009, the House re-elected Rep. Robert A. Brady of Pennsylvania as chairman of the Committee. Subsequently elected were majority members Zoe Lofgren of California, Michael E. Capuano of Massachusetts, Charles A. Gonzalez of Texas, Susan A. Davis of California and Artur Davis of Alabama. The three minority members were Daniel E. Lungren of California, the Ranking Minority Member, Kevin McCarthy of California, and Gregg Harper of Mississippi.

During the organizational meeting of the Committee on January 27, 2009, the Chairman appointed Rep. Lofgren to serve as Vice Chair of the Committee in the 111th Congress.

The Rules of the House vest in the Committee oversight responsibilities, among others, with respect to the Smithsonian Institution, the Library of Congress, the Congressional Research Service, the Government Printing Office, the Capitol Police, the Architect of

the Capitol, the Office of Compliance, the officers of the House, and the House itself. On January 6, 2009, the House added a new subparagraph, clause 4(d)(1)(B) of Rule X, clarifying the Committee's authority to oversee the management of services provided to the House by the Architect of the Capitol, except those services that lie within the jurisdiction of the Committee on Transportation and Infrastructure. The Committee held formal hearings and considered numerous pieces of legislation concerning these agencies. The Committee staff, on a bipartisan basis, conducted meetings to examine the work of the agencies and to receive briefings from agency personnel. The Committee takes its oversight work extremely seriously. Although oversight work is largely invisible to the public because it seldom leads directly to legislation, the countless hours of Member and staff time yield savings to taxpayers.

The Committee retained the two subcommittees initially established in 2007, the Subcommittee on Elections and the Subcommittee on Capitol Security. Members were elected to the subcommittees based upon the recommendations of the respective party caucuses (*Committee Resolution 111-2*). Tracking the two-to-one ratio of the full committee, the Elections subcommittee was given a 4-2 party ratio and the Capitol Security subcommittee 2-1, assuring each Member of the full Committee a seat on a subcommittee. Jurisdictions were not changed.

The Elections Subcommittee, chaired by Rep. Lofgren, with Rep. Gonzalez serving as Vice Chair, held hearings on legislation relating to federal election law and administration. The Capitol Security Subcommittee, chaired by Rep. Capuano, conducted oversight into matters relevant to the safety of the Capitol and the House office buildings, operation and management of the U.S. Capitol Police and the House Sergeant-at-Arms.

The Committee believes that an organizational structure that includes subcommittees enhances its ability to focus more intensively on major policy issues, to conduct additional hearings and necessary oversight, and to provide greater opportunities for all Members to contribute to Committee business and share in the workload. This is a critical consideration because the Committee has a limited membership of nine members. The ability of all Members to participate, and to focus on certain policy areas of interest, also enhances the Committee's ability to craft necessary legislation on some of the more specialized areas in its jurisdiction.

While the issues confronting congressional committees are rarely the same from one Congress to the next, the House Administration Committee's workload is remarkably stable. The House of Representatives consists of 435 Members, five Delegates and the Resident Commissioner of Puerto Rico, all treated as Members for administrative purposes. The Committee oversees operation of the billion-dollar enterprise required to support the institution and its 441 clients in the discharge of their constitutional and statutory responsibilities. The Committee does not decide what the House does, but it makes what the House does possible.

COMMITTEE FUNDING

The Committee on House Administration reports a biennial primary expense resolution by which standing and select committees of the House (except the Committee on Appropriations) are author-

ized operating funds for each Congress. During the first three months of each new Congress, clause 7 of Rule X authorizes House committees to continue operations based on their funding authorizations from the preceding session. This interim funding authorization allows committees to operate until the House adopts a primary expense resolution.

The funding process begins when each House committee introduces a separate House resolution, referred to the Committee on House Administration, requesting operating funds for the Congress. In the 111th Congress, the Committee combined the resolutions into a single, omnibus primary expense resolution covering the two years of the Congress. H. Res. 279, introduced on March 24, 2009 by Chairman Brady, constituted the omnibus primary expense resolution incorporating the amounts requested by the committees. After reviewing committee budget submissions, the Committee then recommended to the full House an appropriate allocation of the available funds.

The Committee conducted a hearing on February 11, 2009, continuing of February 25, and on March 25, 2009 convened a markup and agreed to an amendment in the nature of a substitute to H. Res. 279 modifying the committees' initial requests after consideration of available funds and budget constraints. H. Res. 279, as amended, was ordered favorably reported by the Committee to the House with a total authorization of \$304,538,199.

The Committee, during the hearings and markup of H.R. 279, also continued a fairness principle known as the "1/3 rule," consistent with policy and practice for more than two decades, anticipating the allocation of 1/3 of each committee's funding for use by the minority. While this fairness principle is well established, each committee has implemented the principle in a manner consistent with its own operating practices and procedures. Each ranking minority member was asked during the Committee hearing whether he or she was being treated fairly and all committee minorities appeared to be satisfied. As chairs and ranking members change from Congress to Congress, the Committee expects that the fairness principle will continue to address the needs of the minority.

The House agreed to H. Res. 279 on March 31, 2009, by a recorded vote of 288–136.

MEMBERS' REPRESENTATIONAL ALLOWANCE

The Committee has jurisdiction over the use of appropriations from the accounts of the U.S. House of Representatives for the Members' Representational Allowance (MRA) as well as official travel by Members and staff, and compensation, retirement and other benefits of Member office employees. The MRA is the annual authorization made to each Member of the House to obligate U.S. Treasury funds not to exceed a certain amount. These funds may be used by the Member to pay ordinary and necessary business expenses incurred by the Member and his or her congressional office employees in support of the conduct of the Member's official and representational duties on behalf of the district from which the Member is elected. The annual MRA is available for one Legislative Year, i.e., January 3 of one year through January 2 of the following year.

The MRA is made up of three primary expense components: personnel compensation, official expenses, and official (franked) mail expenses. The amount of the MRA varies from Member to Member based on the distance of a Member's district from Washington, D.C., the cost of federal office space serving a Member's district, and the number of U.S. Postal Service private delivery stops in a Member's district. The use of funds in any expense category is not limited by the amount factored into a corresponding expense component, e.g., a Member may spend more or less than the amount of the personnel component to compensate his or her staff. Each Member has complete discretion in budgeting the total amount of his or her MRA as he or she determines to support the operation of his or her Washington, D.C., congressional and district offices, consistent with applicable Federal law and House Rules and regulations.

Federal law authorizes the Committee, by order of the Committee, to fix and adjust the amounts, terms, and conditions of, and other matters relating to the MRA (including all aspects of official mail) by reason of:

1. A change in the price of materials, services, or office space;
2. A technological change or other improvement in office equipment; or
3. An increase in rates of pay under the General Schedule, e.g., a comparability and/or locality wage adjustment.

The average MRA for 2009 was \$1,485,278 and the average for 2010 was \$1,523,226.

During the 111th Congress, the Committee also established the reimbursement rates for official business travel. These rates were established on January 1st of 2009 and 2010.

HOUSE STAFF EMPLOYMENT

The Committee spent considerable time during the 111th Congress reviewing the terms of employment benefits offered to House staff and other employees of legislative branch agencies supporting the House. With long working hours dictated by the needs of the House, and staff salaries limited by the Speaker's Pay Order, the Committee believes it is important to ensure that the House offers adequate benefits to compensate its employees for their efforts, and to recruit and retain the best people.

At the direction of the Committee, and in consultation with the House Chiefs of Staff Association, the Chief Administrative Officer provided the Committee with reviews of the benefits offered to House employees relative to private employers of comparable size, the executive branch, and other legislative branch employing authorities. In consultation with the Legislative Branch Subcommittee of the House Committee on Appropriations, the Committee spent extensive time evaluating additional recruitment and retention tools for House staff. Subject to the Committee's authorization, appropriated funds were made available for the implementation of a Child Care and Tuition Reimbursement Program. The Committee ultimately decided not to authorize these initiatives in order to hold the line on spending in the Legislative Branch. In addition, the Congress adopted Public Law 111-248, making permanent an initiative adopted in the 110th Congress providing access

to the House gym for Military Liaisons as well as making a number of other technical and administrative improvements to House operations.

OFFICERS OF THE HOUSE OF REPRESENTATIVES

One of the key responsibilities of the Committee is oversight of the Officers of the House, whose organizations serve primary roles in the operation of the legislative process and in providing the day to day administrative and operational infrastructure necessary to support the Members and staff of the House.

Clerk of the House

The Committee's continuing oversight of the Clerk reflects her office's importance to the House. The Hon. Lorraine Miller has served as Clerk since 2007.

The Clerk's primary duties involve the legislative operations of the House, including the House's electronic voting system and the presentment to the President of bills originating in the House, but she is also responsible for principal publications such as the House Journal and for operating the House page program under the direction of the Page Board. The Clerk also provided support services to the Capitol Visitors Center as it began normal operations during the 111th Congress. The Clerk, alternating with the Secretary of the Senate, also served during this Congress as chair of the Advisory Committee on the Records of Congress.

During the 111th Congress, the Committee continued its practice of meeting twice a month with the Clerk and her principal deputies to receive oversight reports, and the Clerk also testified before the Committee with other House officers at a public hearing on April 28, 2010.

The most significant achievement of the Clerk's office during the 111th Congress was to modernize the infrastructure of the House chamber by enhancing the operation of the Electronic Voting System (EVS) and its display of information to Members and the public. The EVS needed to be modified due to antiquated hard- and software, a challenge because of the limitations of the current EVS and the physical placement of its key display board above the Press Gallery.

All of the electronic displays in the House chamber, including the summary displays for descriptions of pending legislation and the list of Member names displayed during votes, were replaced. The names are now computerized, instead of consisting of individual display plaques, which makes it easy to add or remove names, or to redistribute the complete list among the remaining display boards if one of them should fail. In the voting display, letters for "Y" or "N" or "P" are used along with colors to improve the visibility of Members' votes. The summary displays also now provide additional legislative information. The new technology is Americans with Disabilities Act compliant, and is expected to be more efficient and cost effective and to reduce the opportunity for malfunctions at critical times during House sessions.

The Clerk provides support to the House Fine Arts Board, an entity presided over by the chairman of the Committee on House Administration and consisting of the House's complement of five Members serving on the Joint Committee on the Library. The Fine

Arts Board administers and maintains works of fine art which may be displayed in the House wing of the Capitol and in House Office Buildings and other locations under the control of the House. It includes works of art which may be commissioned by the House. In the summer of 2010, the Committee initiated a series of regular oversight meetings with the Clerk's staff who assist the Board, including the House curator, Farar Elliott, to enhance communication and to ensure that actions being taken had the advance approval of the Board.

During the 111th Congress, a process began which will modify the functions of the Office of History and Preservation, a subunit of the Clerk's office under the Committee's oversight, which provides historical, curatorial and archival services, and whose duties were not always clearly defined. The Office of the Historian, an independent office run by an official known as the Historian of the House, was created in 1989 pursuant to clause 7 of Rule II of House rules and appointed by the Speaker. It had replaced the earlier Office for the Bicentennial created in 1982. But when Speakers Gingrich and Hastert left the Historian position vacant for several terms, the Office of History and Preservation under the Clerk took over many of its functions.

When Dr. Robert Remini was eventually appointed as Historian by Speaker J. Dennis Hastert, the two offices often appeared to be in competition, sometimes performed duplicative functions, and were known not to communicate with each other. Neither the Historian nor the Clerk were apparently able to remedy these deficiencies despite admonitions from the Committee to develop greater cooperation.

In the fall of 2010, following Dr. Remini's retirement, Speaker Pelosi followed the recommendation of a non-partisan search committee and selected Dr. Matthew Wasniewski, a deputy chief of the Office of History and Preservation, as the new Historian. The Committee's expectation is that this appointment will help to eliminate the duplication between the two offices by consolidating historical research functions and associated staffing within the position of Historian, while others will remain within the Clerk's domain.

The Clerk informed the Committee early in the 111th Congress that office space providing access to the House Library would be opened in the near future, once logistics had been worked out. This had not occurred by the end of the Congress. The House Library as a physical space freely accessible to Members and staff, much like a public library, had closed in 1995, though its functions continued within the office of the Clerk. The new House Library space, when finalized, is expected to emphasize electronic access to information.

As part of the continuing work to revamp the operations of the House Page Program, which had included modifications to the composition of the House Page Board in the preceding Congress, a Deputy Clerk, Maria Lopez, was hired in 2009 to supervise all functions associated with the operation of the program.

The House, through the Clerk's office, hosted the third World e-Parliament Conference on November 3-5, 2009. The World e-Parliament Conference is the annual forum of the community of parliaments addressing, from both the policy and technical perspectives, how the use of information and communication technology

can help improve representation, transparency, accountability, openness, and effectiveness in the complex parliamentary environment. At the conference, members of parliaments, secretaries-general, parliamentary staff and officials, experts from international organizations and academics who work and deal with information and communication technologies in legislatures analyze best practices, exchange views on latest trends and institutional developments, learn from each other's experiences, network with peers, and build partnerships in an international setting.

In 2010, at the direction of Speaker Pelosi and Chairman Brady, the Clerk implemented HouseLive (www.houselive.gov), a web-streaming service that offers streaming real-time video of House sessions back to the beginning of the 111th Congress, accessible to the public, and which has a search feature to easily locate particular speeches and appearances of Members. The new feature provides greater functionality than the traditional broadcasts of House floor proceedings made by the House and viewable on the CSPAN networks.

The Committee approved steps taken by the Clerk to establish safeguards to prevent errors in the enrollment process, including a request for staff support from the Government Printing Office. The Committee anticipates continued efforts in the next Congress to improve coordination of House and Senate legislative materials and to reduce the potential for errors, but is concerned by the Senate's reluctance to establish a unified process.

The Committee discussed with the Clerk's office key improvements in operations related to preparation for the 112th Congress, including activities related to orientation for new Members and providing stationery, preparation of key publications related to the convening of a new session (e.g., the *Congressional Pictorial Directory*) and other matters.

The Committee also consulted when necessary with the Clerk's Office of the House Employment Counsel (OHEC), which provides legal advice to Member offices on employment matters. In addition to individual day-to-day employment situations, the Committee sought advice from OHEC regarding the Office of Compliance's proposed veterans' preference regulations.

With the opening of the CVC and the reorganization of the Capitol Guide Service, pursuant to Pub. L. 110-437 the Clerk joined the board overseeing the Office of Congressional Accessibility Services. Her service on the Congressional Accessibility Services Board will ensure appropriate coordination between OHEC and the new Accessibility Services office. This required increased oversight in the 111th Congress.

Sergeant at Arms

The Committee takes very seriously its oversight of the House Sergeant at Arms (HSAA), the House Officer responsible for security. Although many issues related to House security are not appropriate subjects for public hearings, the Committee and its Subcommittee on Capitol Security received several private briefings from the HSAA. In addition, the bipartisan Committee staff met with the Sergeant at Arms and his staff virtually every week throughout the session to discuss matters of concern to HSAA and the Committee.

As always, the Committee focused heavily upon protection of the House's physical plant, comprised primarily of the House wing of the Capitol; the House office buildings, including the House's sundry parking facilities; the surrounding streets; and other support facilities on Capitol Hill and elsewhere. The Capitol and office buildings are both a workplace and tourist destination for millions of Americans and others from around the world, presenting a complicated safety and security challenge.

During the 110th Congress, upon recommendation from the Committee, the Speaker of the House designated the HSAA as the lead entity for coordinating evacuation procedures in House buildings. Consistent with these clarified responsibilities, the Committee also approved the HSAA Senior Management Expansion/Reorganization Plan in order for HSAA to better manage emergency evacuation planning and operations. That work continued into the 111th Congress with the merger of the Office of Emergency, Planning, Preparedness and Operations (OEPPPO) in the HSAA office as the Office of Emergency Management.

Building from the successful merger of the Library of Congress Police with the United States Capitol Police (USCP), Committee staff continued to investigate the benefits of consolidating the Legislative Branch security forces. Accordingly, the Committee has been exploring the merger of the Police Force of the Government Printing Office with the USCP. It is anticipated that this merger may take the work of several Congresses to negotiate and commence.

Modernizing the communications capabilities for the USCP is a top priority for the Committee and the police leadership. The Committee has conducted monthly, staff-level oversight meetings with the USCP Radio Modernization Project Team. These meetings have helped resolve jurisdictional issues as well as forced cooperation with other agencies. This multi-million dollar project has the potential to transform the way the USCP operates for two decades; targeted oversight of this initiative will continue into the next session.

Recruiting and retaining dedicated personnel is essential to the effective protection of the Congress. At the request of the police union, the Subcommittee on Capitol Security has requested an examination of the retirement benefits offered to the uniformed members of the USCP as they compare to other Federal law enforcement organizations. This analysis may inform the Committee's work in helping the USCP attract and retain the best law enforcement professionals.

On July 29, 2010, the Subcommittee on Capitol Security held a hearing entitled "United States Capitol Police Budget Concerns". This hearing was held after the Capitol Police Board revealed to the Committee that it had substantially miscalculated basic elements of its recent budget submission, resulting in a several million dollar shortfall. The Committee, along with the Senate Rules and Administration Committee, directed the USCP Inspector General to review the budget development, formulation and execution process for the USCP. The USCP Chief and IG testified before the Subcommittee and responded to concerns regarding the USCP FY-10 budget miscalculations. The Subcommittee directed the Chief to make changes to his administrative structure, and to follow the guidance of the Inspector General. A few weeks later, the Chief Ad-

ministrative Officer announced her retirement. The Committee is determined that the USCP follow procedures that avoid budget miscalculations, and continue making improvements to ensure professionalization of the administration operation of the USCP.

The Committee also spent considerable time and attention overseeing and providing policy direction for the HSAA in his role as the House's representative on the Capitol Police Board. The Board is a bicameral entity created by law, consisting of the HSAA, the Senate Sergeant at Arms, and the Architect of the Capitol. The Board oversees and provides policy direction to the U.S. Capitol Police, who protect both houses. The Committee consulted regularly with the HSAA regarding policies adopted by the Board.

Chief Administrative Officer

The Chief Administrative Officer (CAO) of the House plays an integral part supporting the operations of the House generally, and has specific responsibilities supporting Member and committee operations. From issuing paychecks to tracking inventory to processing expenses to providing information technology, the CAO's office is intertwined with every aspect of day-to-day operations.

Oversight of the CAO represents a significant portion of the Committee's daily operations. The Committee is responsible for approving all policy changes, personnel actions and major contracts. During the 111th Congress, the Committee continued its practice of meeting twice a month with the CAO and his deputies to receive oversight reports, and the CAO testified before the Committee with other House officers at a public hearing on April 28, 2010. Additionally, the Committee managed a successful transition of officers with the resignation in July of 2010 of Daniel P. Beard, who had been in the position since 2007, and the appointment of Daniel J. Strodel by the Speaker to fill the vacancy.

The long anticipated implementation of the ATLAS project and the FINMART reporting system was the successful result of a multi-year project to bring more transparency, uniformity and closer adherence to generally accepted accounting standards with regard to expenditures from the Member's Representational Allowance. ATLAS replaces several legacy financial systems whose antiquated software was increasingly expensive to maintain and difficult to operate. The ongoing integration of the ATLAS project and the peripheral programs will give Member offices the ability to manage their budgets in a detailed, day-to-day fashion not previously available. ATLAS can also be easily modified and adopted to meet the unique needs of the House as well as the individual preference of the Member offices. This flexibility allows the House to make long term IT investments with confidence in the integrity of our financial applications. The monumental data shift required for the ATLAS implementation occurred seamlessly, resulting in no interruption in House operations.

The Committee worked with the CAO and affected stakeholders in revising voucher documentation standards and online advertisement regulations. Driven by a need to streamline office functions, ensure timely payment for goods and services, increase transparency, and provide constituent services, the new voucher documentation standards have eased unnecessary bureaucratic burdens both for Member offices and the CAO while not sacrificing the

transparency in House spending which taxpayers expect. The new online advertisement regulations provide Members with the ability to use electronic means to communicate with their constituents. Use of online advertisements has helped Members reach constituents in a more timely and cost efficient manner than more traditional tools.

Services supporting the functions of Member offices are invaluable, as elected representatives work daily to serve their constituents. To that end, ensuring House office space can be fully utilized is essential. In cooperation with the Architect of the Capitol and security professionals, the CAO unified communications team successfully enhanced cellular phone access in the Capitol Visitor Center. The expansion of wireless access within the House office buildings has also allowed Members, staff, and visitors to fully use available House resources. Additionally, the Committee dedicated time and staff to the continued oversight of major contracts affecting all those who work in and visit the House of Representatives. Those contracts include services such as: U.S. flag supplier, language translation, furniture refurbishment, shoe maintenance and repair services, dry cleaning, food service operations, salon and barber shops, mail delivery and modular furnishing.

The Committee was proud to continue its work with the CAO on the "Wounded Warrior" fellowship program. Commenced in the 110th Congress, this program provides a two-year employment opportunity for wounded or disabled veterans within Member offices. House offices identify potential positions in Member, committee or leadership offices in Washington, D.C., or in district offices nationwide. Positions are filled by veterans with a thirty-percent-or-greater service-connected disability rating from either a military Physical Evaluation Board or the Department of Veterans Affairs. Wherever possible, those selected for the program are given the opportunity to transition into full-time employment.

The Committee worked closely with the CAO in key areas affecting all Member offices during the transition to the 111th Congress. Services such as inventory control, payroll and finance, office supplies, technology, and telecommunications are CAO functions essential to a smooth transition process. These services ensure that the official work of the House continues despite transition and that Members can still provide needed constituent services. Under the Committee's direction, the CAO and Architect of the Capitol took the lead on departing Member office briefings. These briefings enabled departing Member offices to plan for the overwhelming task of closing a congressional office. Additionally, the CAO worked diligently to ensure that the critical functions of incoming Members, and Members moving to new office locations, are continued with little interruption during the transition period.

Under the Committee's leadership, the CAO and the AOC have collaborated under the auspices of the Green the Capitol Program to make the House of Representatives a model of sustainability for other Federal agencies and similar institutions. A progress report on these efforts, "Going Green and Saving Energy," was released in April 2010 by the Architect of the Capitol and CAO. The CAO and AOC have mitigated carbon emissions by 74 percent by partnering to burn natural gas as the exclusive fuel of the Capitol Power Plant and by securing wind-generated electricity for the

needs of the House buildings. Together the CAO and AOC successfully pursued a five percent per year energy reduction goal, installed utility meters in buildings to understand and improve water and energy use, jointly worked to include practical sustainable design features in planned building renovations, and implemented heating and cooling, lighting, and water management upgrades to ensure continued energy reduction progress and sound resource stewardship.

Under the Committee's oversight, the CAO also implemented numerous sustainable business practices throughout House operations, including a procurement program approved by the Committee in March of 2010 that requires the CAO's consideration of sustainable purchasing standards in its procurement decisions and encourages an educated, environmentally responsible supply chain and CAO purchasing system. Improvements in House operational programs also include new sustainable requirements in restaurant and postal operations, data and computer management, and transportation systems.

Under Chairman Brady's leadership, the House of Representatives has made its buildings, offices and operations more sustainable and energy efficient by reducing energy and water use, diverting waste from landfills, reusing resources and maximizing recycling of paper, glass, plastics and metals. Specifically, these efforts include such energy saving initiatives as consolidation and virtualization of over 250 Member Office computer servers, comprehensive upgrading of lighting fixtures in all buildings, conversion of all incandescent light bulbs to compact fluorescent lights, and installation of meters to monitor and address high energy use areas.

The AOC's mandate under the Energy Policy Act of 2005 was expanded under the Energy Independence and Security Act of 2007 (Pub. L. 110-140), which set an energy use reduction goal for the Capitol complex of three percent per year. The Committee and the House adopted a more aggressive energy reduction goal as part of the Green the Capitol Initiative of five percent per year, or fifty percent over a ten-year period. At the end of the 111th Congress, the House energy saving performance is on track to achieve this goal. To help reach that goal, the AOC initiated an Energy Savings Performance Contract (ESPC) under which an energy savings contractor has undertaken energy conservation measures throughout the House complex, to be paid for from the resulting energy savings rather than appropriated funds. The Committee has also overseen the AOC's installation of improved meters showing all energy use in the House buildings, allowing accurate measurement of increased energy savings.

During the 111th Congress, under the Committee's direction the CAO and the AOC coordinated to develop a concerted, systematic and user-friendly outreach program for Member, Committee, Leadership and District offices. Since April 2009, specially trained CAO and AOC staff have been engaged in consulting with these offices on various sustainable business and energy saving practices applicable to all offices, and created an interactive website for calculating individual office energy and cost savings. This continuing program has been well-received by the Members and staff and enjoys the participation of over 400 Member offices, 28 Committee of-

fices and many of the legislative agency offices in all four House office buildings. It encourages a number of best resource-conserving practices, including double-sided printing, use of smart power strips and computer power management settings, and committed adherence to metal, glass, plastic, and paper recycling as well as waste composting.

The Committee has also overseen efforts to encourage House staff to reduce fuel and emissions in commuting to Capitol Hill—and to reduce traffic congestion—through use of car-sharing and transit benefits programs. House staff has been encouraged to relinquish their parking spaces in exchange for monthly transit benefits.

The Green the Capitol program has made continuing, significant progress on its framework goals under the leadership of the Committee, marking substantial achievements in energy and water reduction, waste management, sustainable procurement and concession operations, and staff education and support in sustainable business practices within Member offices and across the House. These achievements position the House of Representatives as a sustainability leader in the Federal sector.

The Committee has also closely monitored the CAO's contributions to the security of House operations, including security of mail deliveries and continuity of administrative operations in the event of an emergency. The Subcommittee on Capitol Security requested and reviewed a report from the CAO on potential improvements to the handling of mail. In consultation with the United States Capitol Police, the Committee directed the CAO to implement some modest improvements that improved the program's productivity without compromising security. In addition to receiving regular reports on these operations, Committee staff has visited CAO facilities and overseen practical exercises intended to ensure that House operations can be maintained in any eventuality.

The Committee prioritizes monitoring the technology that supports House operations and Member and Committee offices, and believes the advancement of technological improvements to the House will benefit House offices by increasing productivity, saving costs, enhancing security, and opening new ways to communicate with constituents. Technology services to House offices are largely provided, by the CAO's office of House Information Resources.

In promoting the use of technology in the House, the Committee meets twice a month with CAO technology staff. Policies have been adopted by the Committee under which HIR provides access and operates the facilities of an advanced institutional computer and communications network available to more than 12,000 users. House offices use approximately 20,000 desktop, laptop, and other types of office computers, and over 8,500 mobile devices, on both the Capitol Hill campus and around the country. Thousands of servers, large and small, support individual congressional offices, publication facilities, voice and communications, data storage, and the full range of administrative services within the House. Extensive backup facilities ensure business continuity. All these resources are linked by a network provided by HIR and private communications vendors. The network links nearly a thousand district offices, more than twenty standing committees, Leadership offices, House Officer support functions, and numerous other Hill offices.

The Committee and CAO have saved approximately \$1.6 million taxpayer dollars on future maintenance on technology support by transferring the House Storage Area Network (SAN), which supports all CAO business systems, to a new storage system that reduces the overall power and cooling requirements within data centers, and improves business stability. At the Committee's direction, the CAO has negotiated blanket purchase agreements with two major vendors of computer equipment. By entering into blanket purchase agreements, the growing needs of the House will be met in the most economical manner available in the marketplace. The Committee and the CAO have also begun a series of Member office support services and training under the title of "Work smarter, not harder." The training series has provided employee access to information about technology efficiencies already in place in congressional offices, many of which are unused or overlooked because of a lack of training. With the substantial annual turnover in House staff, the Committee expects this training series to be repeated yearly, and expects that Member offices will benefit from productivity gains as a result.

In an effort to improve constituent and internal communication, the Committee with help from the CAO recently upgraded the House e-mail system from Microsoft Exchange 2003 to Microsoft Exchange 2007. The technology, coupled with Exchange Extended Mailbox, allows the House to take advantage of the software's latest improvements, which provide the user with tools to easily manage e-mail with a high capacity inbox.

Speaker Pelosi and Republican Leader Boehner have placed a high priority on the security policies governing computers in the House, and had requested recommendations for improving House information system security policies. After undertaking a complete review of all House IT policies, the Committee approved new security policies based off of assessments from the CAO. Beginning in June, 2010 all employees on the House network are required to complete yearly Information Security Awareness Training, either online or during a live training course. In keeping with the new, improved IT security policies, the Information Systems Security Office now offers portable USB flash drives, which store House information securely. The sophisticated devices allow staff to use a fingerprint in addition to a password, to access encrypted data securely. To date, hundreds of the drives have been issued to offices. Beginning for the 112th Congress, the Committee approved a new CAO designed web architecture to host all House public web sites using a Preferred Development option or a Virtualized hosting option. The new architecture provides a flexible hosting platform for both CAO and vendor-managed web sites, incorporates additional security protocols and firewalls, and provides significantly improved business continuity and disaster recovery services.

In order to provide public access and transparency to committee proceedings through the House, the Committee approved numerous technology upgrades and worked with the CAO and Architect of the Capitol to prioritize installation of these upgrades in committee hearing rooms. This modernization allows the full range of broadcast-quality digital signals and streaming Internet video to be accessed—in real time—by anyone, anywhere, and for all proceedings to be recorded in various formats for archival purposes

while also adhering to the Americans with Disabilities Act. Renovated Committee hearing rooms allow committee chairpersons to monitor proceedings from their desks, provide broadcast of hearings to the public and broadcast media, accommodate a large on-site audience, record the proceedings and receive professional broadcast support, all while giving the House the capability to simultaneously broadcast multiple hearings.

In addition to the official House web sites established by most congressional offices, the Committee expanded the opportunity for Members to communicate with constituents through social networking and other sites in an official capacity. In an effort to facilitate communication between Members and constituents, the Committee adopted new regulations which expand the types of advertisements Members may purchase using official funds.

The Committee and the CAO are exploring new technology with respect to wireless communications devices for everyday use and to enhance security communications. While this area of technology is rapidly evolving, the Committee determines how to deploy the technology efficiently and provide cost-effective support for Members in Washington, D.C., and in each of their congressional districts. Wireless access for staff and guests has been made available in House cafeterias Longworth and Rayburn since February, 2009. As of December 1, 2010, the CAO has installed 183 wireless access points in Member and Committee offices and anticipates increasing that number to 500 by May of 2011. The installations, supported by the AOC, will make the current infrastructure more robust and accessible. In January 2010 continued efforts to ensure the security of mobile devices on the House network led to requirements for House staff to use passwords to access their Blackberrys. On April 15, 2010, the Committee implemented support for Apple's popular iPhone, which allows House staff to get official emails on their iPhone.

Inspector General

House Rule II creates the office of Inspector General (IG), and gives the Committee general responsibility for oversight and policy direction of the work of that office. In order to promote bipartisanship and to secure the IG's independence, the Committee oversees the IG's implementation of its work plan through weekly bipartisan IG-Committee staff meetings.

With the Committee's support at the beginning of the 111th Congress, the IG's responsibilities were expanded under House Rules to provide for management advisory services, while continuing the usual requirements for financial audits of House Officer operations. The management advisory services have greatly benefited the House Officers by identifying inefficiencies and bottlenecks, and by assessing industry and government-wide "best practices" for implementation where appropriate in the House. In addition, the IG has monitored and advised the CAO with respect to the implementation of the House-wide financial management system, conducted "Lean Six Sigma" training seminars, provided the Architect of the Capitol "dashboard" assistance (prior to the appointment of an AOC IG), conducted investigations upon receipt of complaints, and performed a myriad of other support services, saving both time and tax dollars.

Following the retirement of Inspector General James J. Cornell at the end of the first session of the 111th Congress, the Committee established a bipartisan task force to conduct a national replacement search using the services of Korn/Ferry International. One hundred twenty-eight interested parties either applied or were contacted, and the field was eventually narrowed down to three highly qualified candidates. The task force interviewed the candidates and made its recommendation to the House Leadership. The Acting Inspector General, Theresa M. Grafenstine, was appointed as permanent IG on July 30, 2010, by Speaker Pelosi, Democratic Leader Hoyer and Republican Leader Boehner acting jointly.

During the course of the 111th Congress, there were various congressional office concerns, and House Officer staff concerns, which came to the Committee's attention. The Office of the Inspector General was asked to do an evaluation, and the findings prompted operational and management changes which have helped to improve both operations and morale. It also became clear that, while the House operated a reliable and fully functional financial management system, the system lacked a documented process for assuring continuous review and improvement, rendering that portion of the audit findings unsatisfactory. This deficiency is being corrected by the current CAO, and the IG's next audit should not produce any deficiencies.

The Committee, in cooperation with the IG and the Finance Office, collaborated on the adoption of consistent and auditable voucher documentation standards. After initial adoption by the Committee, the IG recommended additional changes and enhancements. Those changes were approved by the Committee, which reissued the documentation standards for implementation at the start of the Second Session. The IG uses voucher documentation standards for training House financial administrators, and the Finance Office uses them to ensure that Financial Counselors are providing consistent advice and audit services to all offices of the House.

While many government IGs seek to quantify the value of their work in terms of dollars saved by efficiencies implemented and problems avoided, it would be impossible to accurately quantify the value of the House IG's work. To do so would greatly oversimplify the crucial role this office plays in optimizing the use of tax dollars to run the House as a large institution with a complex organizational structure. For example, the IG regularly provides the Committee with independent expertise that assists the Committee in reconciling conflicting views regarding the most efficient and appropriate course of action to take in each of the major management decisions in the House. It would be impossible to determine the monetary value of the path not chosen versus the value of the one that was, and to do so would provide no useful or reliable information. The Committee considers it sufficient that House operations are continuously improving and becoming more transparent and accountable through the actions and advice of the Office of the Inspector General.

ARCHITECT OF THE CAPITOL

The Architect of the Capitol (AOC) serves as the facilities manager for the Congress, constructing and maintaining the U.S. Cap-

itol and all of the other buildings in the Capitol complex. Certain decisions regarding management of the House office buildings and the House side of the Capitol reside with the House Office Building Commission, but the Committee is charged by House Rules with oversight of the AOC.

Throughout the 111th Congress, bipartisan Committee staff met on a regular basis with the AOC and the AOC's Superintendent of House Office Buildings, but also reviewed all other AOC activities affecting other elements of the Capitol campus (excluding the Senate Office Buildings). The Committee worked with the AOC to expand accessibility of House facilities, take advantage of expanded capacity in the House television system and improve signage in House buildings.

On May 6, 2009, the Committee heard testimony from Stephen T. Ayers, who had been Acting Architect of the Capitol since 2007, on needed renovations to House Office Buildings. The hearing was timely as the House Office Buildings have been without renovation for a significant period despite the increased demands on their use. Renovation plans for the Cannon House Office Building have commenced with staff-level, bipartisan meetings. In conjunction with those plans, the AOC proceeded with leasing 200,000 square feet at Federal Office Building 8, to accommodate displaced Congressional staff during the renovation. Much needed planning for the renovation of the east underground parking facility continued with work anticipated to commence in the 112th Congress.

The Committee is proud of the work accomplished by the AOC through energy and cost savings renovations within the House Office Buildings. Notable was the installation of water-saving bathroom fixtures and energy efficient lighting. The Architect also developed new internal lighting schedules for even greater energy and cost savings. During the 111th Congress, the AOC furthered efforts to maintain the visible and symbolic features of the Capitol as projects to renovate and illuminate the Capitol Dome progressed.

Committed to expanding public accessibility and providing safety in the House Office Buildings, the Committee worked with the AOC to continue a maintenance schedule of House committee rooms. Some of the heavily used House-specific Capitol rooms also underwent a much needed renovation. Combined with new fire abatement plans, the AOC helped to preserve the public safety while maintaining the historic integrity of the buildings. The AOC also completed historic renovation to the House Chamber by adding handicap accessibility to the Speaker's dais.

On Feb. 24, 2010, President Barack Obama nominated Mr. Ayres to a 10-year term as Architect of the Capitol. He was confirmed by the Senate on May 12, 2010.

CAPITOL VISITOR CENTER

The Capitol Visitor Center (CVC) constitutes the newest addition to the Capitol complex. Nearly 580,000 square feet in size, the facility is located underground on the east side of the Capitol in order to preserve the appearance of the Capitol grounds designed by Frederick Law Olmsted in 1874. Opened to the public in December 2008 during the final weeks of the 110th Congress, millions of people have toured the facility, visiting exhibits intended to provide

a better understanding of the first branch of the government in a secure environment.

The Capitol Visitor Center Act of 2008 (Pub. L. 110–437) (“the Act”) vests overall responsibility for CVC operation and maintenance in the Architect of the Capitol, who operates and maintains the Capitol and all congressional office buildings. A “Chief Executive Officer for Visitor Services” oversees the CVC’s day-to-day operations and reports to the Architect.

Section 102 of the Act vests in the Committee on House Administration and the Senate Rules and Administration Committee the duty and responsibility to provide policy review and oversight of the CVC, and, faithful to that charge, the Committee devoted many hours to the task during the 111th Congress. Naturally, as with any new organization, the initial months following organization presented many challenges and identified many issues requiring resolution by the oversight committees, the Architect, and others. Committee staff met frequently with CVC staff to discuss and resolve operational questions and concerns raised by the Members of both houses, committee staff, the Capitol Police and the public.

The Committee (and its Senate counterpart) worked with the Architect, CVC management and staff during the Congress on several important matters, including an inclement-weather policy, improved facility signage, and to assure that the gift shops offer American-made goods for sale to the greatest extent possible. The Committee worked with the Capitol Police, the House Sergeant-at-Arms and others to achieve balance between proper security and ensuring that lines at doors move quickly. The Committee worked with the CVC staff and Government Printing Office personnel to maximize CVC use of GPO printing and procurement services to create operational norms that will serve CVC in the years ahead. The Committee also worked with the Senate Rules Committee to develop guidelines for staff-led tours, and to institute formal training concerning safety, building layout, history and artifacts for those staff who lead CVC tours for Members.

Finally, during the Congress the CVC tour guides and visitor assistants voted to form a labor union and ultimately certified the American Federation of State, County and Municipal Employees (AFSCME) Local 26 to represent their concerns to management about the terms and conditions of their employment. The Committee was aware of dissatisfaction among the CVC employees about their health, safety and security on the job, and shared their concerns. The Committee intends to observe very closely the interaction between Local 26 and Architect management in coming years and trusts that the Architect will fill the now-vacant position of CEO for Visitor Services with a well-qualified person who understands the purpose of the CVC, the needs of Members of Congress and their staffs, and of the employees without whom the facility cannot operate.

LIBRARY OF CONGRESS

The Committee has maintained diligent oversight over the Library of Congress throughout the 111th Congress. In addition to oversight hearings and legislative action, bipartisan Committee staff met weekly with the staff of the Library, and toured various Library facilities. Chairman Brady also served in his role as *ex offi-*

cio member of the Library of Congress Trust Fund Board, attending meetings and acting on various trust fund management matters.

The Committee conducted two oversight hearings on the Library of Congress in the 111th Congress. On April 29th, 2009, the Committee held a hearing on the Library's information technology strategic planning. The Committee members were briefed on the latest IT initiatives undertaken by the Library, including plans for increasing digital security, expanding LOC's web presence and the digitization of the Library's inventory. The Committee received testimony from Dr. James Billington, Librarian of Congress; Laura Campbell, Chief Information Officer, LOC; Jo Ann Jenkins, Chief Operating Officer, LOC; and Karl Schornagel, Inspector General, LOC.

On July 29, 2009, the Committee held a hearing on the current issues facing the Worklife Services Center at the Library. At this hearing, the Committee heard testimony regarding the three components of the Center: the Technical Services Team, which processes all personnel requests; the Employee Services Center, which counsels employees on retirement issues; and Leave Administration, which processes leave requests and manages the Library's "leave bank." The witnesses at this hearing were: Dennis Hanratty, Director of Human Resources, LOC, and Karl Schornagel, Inspector General, LOC.

In addition to oversight, the Committee also worked with the Library to accomplish several legislative goals. On June 4, 2009, the Committee held a mark-up of H.R. 2728, The William Orton Law Library Improvement and Modernization Act, which passed the House on July 30th, 2009 and was subsequently referred to the Senate Committee on Rules and Administration. It did not receive Floor action in the Senate.

On July 14th, 2010, the Committee held a mark-up of H.R. 5681, which would improve certain administrative operations of the Library of Congress. These operations include permitting the Librarian of Congress to dispose of surplus or obsolete property and use of the proceeds thereof, restructuring the Library's student loan repayment program, and a provision allow unobligated balances of expiring appropriations to be used for LOC obligations to the Department of Labor's Workers Compensation Fund. The Committee reported the bill on July 22, and it passed the House on July 27, 2010 and was subsequently referred to the Senate Rules and Administration Committee, but did not receive Floor consideration in the Senate prior to adjournment of the Congress.

JOINT COMMITTEE ON THE LIBRARY

The Joint Committee on the Library (JCL) is a joint committee of the Congress devoted to the affairs and administration of the Library of Congress. There are five members of each house on the committee; membership consists of the chairman and four Members of the Senate Committee on Rules and Administration, the chairman and three Members of the Committee on House Administration and the chairman of the Subcommittee on the Legislative Branch of the House Committee on Appropriations. The Committee has oversight of the operations of the Library of Congress, as well as management of the congressional art collection (including the

contributions of two statues from each state to the National Statuary Hall Collection) and the United States Botanic Garden. The committee was chaired in the 111th Congress by Chairman Brady. Other members included Rep. Zoe Lofgren; Rep. Daniel E. Lungren; Rep. Gregg Harper; Rep. Debbie Wasserman Schultz; and Sen. Charles Schumer (vice chairman); Sen. Christopher Dodd; Sen. Richard Durbin; Sen. Robert F. Bennett; and Sen. Thad Cochran.

Most of the JCL's duties in the 111th Congress involved the approval of statue placement, statue replacement, statue removals and statue approvals. On April 21st, 2009, the JCL formally accepted a statue of Ronald Reagan from the state of California for placement in the Capitol. On September 23, 2009, the JCL formally accepted a statue of Helen Keller, presented by the state of Alabama. In early 2010, the JCL conducted a poll of its members to determine the winner of a nationwide contest that was used to select a statue honoring Rosa Parks, and approved the final clay sculpture model.

On June 9th, 2010, the House Administration Committee ordered reported two bills: H.R. 5493, which would provide the District of Columbia with two statues to be placed in the National Statuary Hall Collection, and H.R. 5711, which would provide five United States territories with one statue each, to be placed in the Collection. The bills were reported to the House on July 22. On December 15, the House by voice vote under suspension of the rules passed a combined modified version of the two bills in the form of an amendment to H.R. 5493, as recommended by Ranking Minority Member Lungren. The legislation was referred to the Senate Rules and Administration Committee.

HOUSE FINE ARTS BOARD

The House Fine Arts Board is comprised of the five Members of the House who sit on the Joint Committee on the Library. The Fine Arts Boards approved portrait requests for six current or former chairmen of House committees in the 111th Congress to add to the House collection: former Rep. Duncan Hunter, Committee on Armed Services, 2009; Rep. Jerry Lewis, Committee on Appropriations, 2009; Rep. Vernon Ehlers, Committee, Committee on House Administration, 2009; Rep. Buck McKeon, Committee on Education and Labor, 2010; Rep. Bart Gordon, Committee on Science and Technology, 2010; and Rep. Donald Manzullo, Committee on Small Business, 2010.

Five committee portraits are in process of completion: former Rep. Christopher Cox, Committee on Homeland Security, 2010; the late Rep. Tom Lantos, Committee on Foreign Affairs, 2009; Rep. Colin Peterson, Committee on Agriculture, 2010; Rep. Chris Smith, Veterans' Affairs, 2010; and Rep. Nick J. Rahall II, 2010, Natural Resources.

In November 2010, the JCL approved the installation of two Albert Bierstadt paintings in the Capitol.

The Committee began a series of oversight meetings with the House curator, Farar Elliot, in the summer of 2010 to improve oversight of the Clerk's office's role in assisting the Board.

OFFICE OF COMPLIANCE

The Committee has oversight responsibility for the Congressional Accountability Act (CAA) (Pub. L. 104–1), and its administration and regulation by the independent Office of Compliance (OOC). Day to day management of the OOC is under an Executive Director and a Counsel, each of whom is appointed by an independent, five-member Board of Directors (Board). The members of the Board are appointed to five year terms to supervise the OOC, to issue regulations implementing the various laws, and to serve as an appellate/adjudicative body with respect to claims/cases processed through the internal hearing process.

The CAA, as amended, covers legislative branch agencies, including the Congress, regarding the following twelve civil rights, labor, workplace, and safety laws:

- Age Discrimination in Employment Act of 1967
- Americans With Disabilities Act of 1990
- Title VII of the Civil Rights Act of 1964
- Employee Polygraph Protection Act of 1988
- Fair Labor Standards Act of 1938
- Family and Medical Leave Act of 1993
- Chapter 71 of the Federal Services Labor-Management Relations Act
- Occupational Safety and Health Act of 1970
- Rehabilitation Act of 1973
- Uniformed Services Employment and Reemployment Rights Act (under Chapter 43, Title 38 of the U.S. Code)
- Worker Adjustment and Retraining Notification Act of 1989
- Veterans Employment Opportunities Act.

Since the OOC is an independent entity within the legislative branch, and its day-to-day operations are overseen by an independent Board, the Committee's oversight responsibilities focus on procedural, operational, and administrative matters that require congressional action. The Committee meets with the OOC Executive Director and Counsel monthly to keep informed about the activities of the OOC, and to provide administrative and other support if needed. An example of administrative support has been the effort to provide direct, OOC-initiated, House-wide e-mail distribution to keep staff informed about their rights and about the availability of OOC services.

One needed congressional action was the (re)appointment of all five members of the Board by the bipartisan, bicameral leadership. Another aspect of the OOC's work that requires congressional action is the approval of implementing regulations. The OOC drafts and publishes its proposed regulations, and after public comment and revision, submits them to the House and Senate for joint approval before issuance. During the 111th Congress, there were two pending sets of implementing regulations—the Veterans Employment Opportunities Act (VEOA) regulations, and Uniformed Services Employment and Reemployment Rights Act (USERRA) regulations. After a thorough examination of the proposed regulations, the House and Senate acted late in the second session to approve the VEOA regulations, and the Committee anticipates acting on the USERRA regulations during the 112th Congress.

Since the office space occupied by the OOC is in a Library of Congress building, it is significantly limited in the extent to which it can accommodate the needs of its staff, as well as meet the needs of legislative branch employees. The Office's operating environment would be vastly improved by increasing conference capacity to allow for the conduct of Board and other meetings, hearings, advisory services, counseling, etc. The Committee is seeking a way to provide the needed facilities for the OOC when federally owned and renovated office space, contiguous to the congressional campus, becomes available in the near future.

SMITHSONIAN INSTITUTION

The Smithsonian Institution is a permanent trust entity of the United States, and Congress does not enact regular authorizing legislation for its activities, except for certain construction projects. The Smithsonian obtains its Federal funding, roughly 70 percent of its budget, through the appropriations process, and the remainder through donations which are called "trust funds" which the Institution can spend for any purpose.

The Committee on House Administration acts as the House's primary legislative and oversight panel for the Smithsonian, and shares oversight of planning, design and construction of new facilities at the Institution with the House Committee on Transportation and Infrastructure, which may receive an additional referral of such legislation. The Committee conducts significant oversight of the Institution, usually through monthly oversight meetings with Smithsonian staff, including separate regular meetings with the Smithsonian Inspector General to learn of the progress of ongoing investigations. It also conducts on-site inspection trips to Smithsonian museums in Washington, including the National Zoo, and other facilities in the field, including, in this Congress, the Smithsonian Conservation Biology Institute in Front Royal Virginia.

Since the Museum of African American History and Culture was created by law in 2003, no new major legislative initiative for the Smithsonian has been considered by the Committee and the most intense focus has been on oversight. The Committee was briefed periodically as the Smithsonian continued planning for the construction of the African American Museum. An architect was selected by the Institution and a design approved. Ground-breaking for construction is anticipated around the end of 2011 or the beginning of 2012, with completion expected in 2015.

Shortly after the 110th Congress convened in 2007, a series of interlocking scandals, resignations and administrative upheavals shocked the Smithsonian, generating a torrent of congressional inquiries and negative press coverage. These events precipitated an historic revamping of the Smithsonian's governance structure, the beginning of the dismantling of its insular culture in a move toward greater transparency, and the replacement of senior management personnel, including the then-Secretary, Lawrence Small.

The Committee conducted a wide range of oversight of these changes, including consultation with the three House Members who serve as Smithsonian regents, private briefings, staff meetings and public hearings. In each context, the Committee cautioned the Board of Regents that its efforts at internal transformation in the aftermath of these changes could not become an excuse for altering

core policies of free access by the American public to Smithsonian museums, retreating from commitments to continue its unique scientific research projects, or neglecting the safety of the visiting public in its sometimes decrepit and underfunded facilities.

The firestorms of the 110th Congress have now quieted, but the Institution and the current Congress are still absorbing their impact. The Committee has continued to closely monitor the Smithsonian's compliance with the reform goals enunciated in the aftermath of Small's departure. The Smithsonian chose a new Secretary, G. Wayne Clough, in 2008, and is undergoing a period of consolidation. The Institution abandoned its part-time, semi-feudal operational style on the Board of Regents and implemented reforms to professionalize management and require greater accountability from Board members and management alike. The Committee is pleased by these changes in the culture of the Institution as it retains its unique status while adapting administrative operations to the 21st Century.

In the 111th Congress, the Committee brought to the floor and the House passed two joint resolutions appointing new citizen regents for six-year terms to the Board of Regents. There are nine such positions established by law. By longstanding practice, the Board itself reviews possible candidates and recommends them to Congress, though, in theory, any qualified person could be considered by Congress. The Board in its by-laws limits service by the citizen regents to no more than two consecutive six-year terms. Joint resolutions to effectuate their elections are customarily introduced by the congressional regents from the House and Senate who serve on the Board.

On February 12, 2009, Rep. Doris Matsui introduced House Joint Resolution 24, to appoint David M. Rubenstein as a citizen regent, and on February 26, 2009 introduced House Joint Resolution 25, to appoint France A. Cordova as a citizen regent. Both measures were referred to the Committee. Sen. Patrick Leahy of Vermont introduced identical measures, S.J. Res. 8 and S.J. Res. 9, both of which passed the Senate on March 17, 2009 by unanimous consent without action by the Committee on Rules and Administration.

The practice of the Committee on House Administration, beginning in the 110th Congress and continuing through the 111th, has been to invite candidates for citizen regent positions to meet informally in a briefing with all of its Members, prior to action on the measures required to formally elect them. The new policy, ordered by Chairman Robert A. Brady, was crafted following the upheaval in Smithsonian governance in 2007 which forced the resignation of Secretary Small. It was intended to make a clean break with the previous House practice of approving candidates automatically without any significant review, a practice which is apparently still followed in the Senate. No legislative action on a nomination occurs until after the Members have met with a candidate, even if short-term vacancies result on the Board. This requirement has been applied to both newly-nominated candidates and citizen regents desiring reappointment to a second term. Both Mr. Rubenstein and Dr. Cordova met separately with Members, and a decision was subsequently made to proceed with approval of the candidates by the House.

Since substantial time may elapse between the introduction of the joint resolutions and the vetting of the candidates by the Committee, the Senate is likely to approve its joint resolutions first, and the Committee will then bring them directly to the floor without a written report. S.J. Res. 8 passed the House on April 22, 2009, and was signed into law on May 7, 2009 (P.L. 111–17). S.J. Res 9 passed the House on September 9, 2009 and was signed into law on September 18, 2009 (P.L. 111–64). There were no additional vacancies on the Board during the remainder of the 111th Congress. The Committee decided not to act in the post-election session on any vacancies anticipated early in 2011, leaving those to the incoming Congress.

Other Smithsonian-related legislation, which might have readily passed in previous years, received a mixed reception in Congress due to concerns either about potential costs or the lack of funds to properly maintain existing infrastructure. On March 25, 2010, the Committee ordered reported H.R. 586, introduced by Rep. McCarthy of New York, to create a joint project under the direction of the Smithsonian Institution and the Library of Congress to collect video and audio recordings of personal histories and testimonials of individuals who participated in the Civil Rights movement. The bill was passed by the House on April 24, 2010, by a vote of 422–0, passed the Senate on April 24, and was signed into law (P.L. 111–19) on May 12, 2009. Successful implementation of the new law demonstrated how the staff of the Museum of African American History and Culture could interact with other agencies and advance the Smithsonian’s mission even without the physical infrastructure of a building in place.

The Committee also reported and the House passed two bills relating to construction projects at the Smithsonian, but neither became law. The first, H.R. 3224, reported on December 3, 2009, would have allowed the Institution to plan, design and construct a vehicle maintenance building in Suitland, Maryland, moving this activity away from its prior location at a less functional location at the National Zoological Park in downtown Washington, D.C. The legislation passed the House under suspension of the rules by voice vote on December 8, 2009, but was not considered in the Senate. Also, H.R. 5717, the Smithsonian Conservation Biology Institute Enhancement Act was reported on September 20, 2010, and passed by the House under suspension of the rules by voice vote on September 28, 2010. It would have allowed construction of new facilities for education at the Smithsonian’s research facility in Front Royal, Virginia, noted for its efforts to preserve endangered species, in conjunction with George Mason University in Virginia. The Smithsonian would take ownership in 30 years of a building to be constructed at the site and funded by GMU. However, this legislation also failed to win floor consideration in the Senate.

Since the practice of the Appropriations committees in the House and Senate has often been to fund Smithsonian projects even in the absence of a specific separate piece of authorizing legislation, the Committee is concerned that the refusal of the Senate to act on such House-passed bills could ultimately undermine the legislative authority of its committees over projects involving construction.

The Committee held an oversight hearing on April 1, 2009, titled “Management of Asbestos and Materials at the Smithsonian Insti-

tution”, on issues relating to public safety and the possible release of asbestos during construction activities at the world’s most visited museum, the National Air and Space Museum. Chairman Brady expressed concern regarding “allegations that the health and safety of Smithsonian visitors and workers have been compromised by a lack of communication and inadequate protection.” A Smithsonian exhibit specialist at the museum, Richard Pullman, had publicly complained that he had contracted asbestosis because of deficiencies in Smithsonian practices.

The Committee heard testimony from the Secretary, Dr. G. Wayne Clough, and several experts on treatment of hazardous materials. Contractors at the Museum of American History also complained of mishandling of hazardous substances during construction work there. Secretary Clough made a commitment to conduct a complete review of asbestos safety policies and procedures using an independent outside workplace safety expert. This review, completed in November, 2009 by an outside consultant, urged improvements in the Smithsonian Institution’s handling of asbestos in its buildings, changes in procedures and training, and inspections throughout the various buildings in the complex. Pullman later received a settlement from the Smithsonian but the Institution did not admit liability.

In 2010, the Smithsonian announced “Four Grand Challenges” in its Strategic Plan, laying out the Institution’s priorities through 2015: *Understanding the American Experience, Understanding and Sustaining a Bio-diverse Planet, Valuing World Cultures, and Unlocking the Mysteries of the Universe.*

As the 111th Congress adjourned, the Committee was awaiting a final report from the Commission to Study the Potential Creation of a *National Museum of the American Latino*, created under Public Law 110–229. It set up a 23-member commission made up of appointees of the President and House and Senate leadership. Commission members were tasked with studying, over a two-year period, the feasibility of and plan for a new national museum. Among the subjects of its examination: whether a Latino museum should be created, where it might be situated in Washington, how it should be funded, and whether it should become part of the Smithsonian Institution. If the Commission recommends placement within the Smithsonian Institution, as is anticipated, the Committee would become the principal legislative entity charged with examining its feasibility.

Throughout the Congress the Committee monitored the status of the Smithsonian’s historic Arts and Industries Building on the Mall, which has been closed for several years pending a decision about its ultimate use. At one time, the building had been considered as a possible site for the African American Museum until a different location was ultimately chosen. In 2010, the Institution gained access to appropriated “Legacy” funds set aside by Congress until a certain amount of private financing had also been obtained, which would be used to undertake preliminary renovation of the structure. The Commission studying the potential Latino Museum had also been known to be considering recommending Arts and Industries as one of several possible sites for that new project.

As the Congress came to a close, Committee staff were briefed about, and later toured, the new “Hide/Seek” exhibit at the Smith-

sonian National Portrait Gallery, scheduled from October 30, 2010 to February 13, 2011. It deals with the role of sexual differences in the depiction of art and featured works by gay and lesbian artists. A major controversy arose when Secretary Clough ordered the removal of one of the exhibits, a video, after a complaint from an outside organization claiming that it was sacrilegious. Opponents of the Secretary's action claimed that the Smithsonian bowed too easily to political pressure, and donors expressed concerns over potential censorship.

ELECTIONS

During the 111th Congress the Committee on House Administration considered a broad range of legislative issues in accordance with its oversight responsibilities regarding Federal election policy and matters affecting the administration of national elections. These included examining concerns relating to the uniformity standards in federal elections, obstacles relating to overseas and military voting and strategies for expanding access to democracy.

The Committee, active at the full committee level and through the Subcommittee on Elections, also analyzed the results of the previous elections in the hearing on "*The 2008 Election: A Look Back On What Went Right And Wrong.*" The hearing witnesses included members of the Election Assistance Commission, The Pew Center on the States and representatives from numerous organizations, who testified regarding the results and procedures of the election and what lessons could be learned in preparation for voting in the future.

In January 2010, the Supreme Court addressed the issue of corporate spending in elections through its 5–4 decision in *Citizens United v. Federal Election Commission*. The Committee determined that legislation to correct the potential effects of the decision was needed. The Committee recognized the significant influence that these corporate infusions could have on the electoral process, and worked diligently to produce legislation that would both protect the interest of American voters, as well as ensure that the public was fully informed of the sources of funding behind political messages and advertising. After holding discussions, meetings and hearings on this issue, the result of the Committee's work was the introduction of comprehensive legislation, H.R. 5175, otherwise known as the DISCLOSE, "Democracy Is Strengthened By Casting Light on Spending in Elections" Act. This legislation included safeguards to ensure the maintenance of political transparency, and received broad support from voting rights groups. The hearings on the DISCLOSE Act included legislative analysis from the President of the Citizens United Foundation, a government affairs representative of Public Citizen, and the President and CEO of Public Campaign.

H.R. 5175 was ordered reported favorably by the Committee on May 20, 2010, and was subsequently passed by the House on June 24 by a vote of 219–206. The Senate failed to act on the legislation.

To address the problem of potential conflicts of interest involving chief State election officials and their supervision of elections, the Committee considered H.R. 512, the Federal Election Integrity Act, introduced by Committee member Susan A. Davis of California. The legislation was marked up by the Committee on June 10, 2009, and was passed by the House on September 29, 2010, by a vote of

296–129. The primary purpose of this bill was to limit the direct involvement of election officials from actively participating in the management of campaigns of federal candidates. While its provisions did not prevent any chief election official from running for Federal office or from endorsing a candidate for office, it did eliminate the perception they lack the impartiality to properly perform their obligations.

Another item on the Committee's agenda was reforming the system of financing for congressional campaigns. Due to the extensive burden placed on elected officials or those aspiring to serve in political office, a system of public financing would tackle many of the issues currently encumbering the American political system by offering candidates an opportunity to focus on legislation and public policy, as opposed to the overwhelming funding needed to run a successful campaign. The Committee ordered H.R. 6116, the "Fair Elections Now Act" introduced by Rep. Larson of Connecticut, reported favorably on September 23, 2010. It attempted to limit the influence of large donors and special interests by ensuring a more balanced public debate, and encouraging additional voices to participate in the political process. The legislation was not considered by the House.

H.R. 2393, the Military Voting Protection Act of 2009, introduced by Committee member Rep. McCarthy of California, addressed the challenge of timely ballot transmission to military personnel serving overseas due to delays caused by the time required to request, receive and return absentee ballots. It was ordered reported by the Committee on June 10, 2009, but did not receive floor action.

In 2010, the Subcommittee on Elections examined the issue of securing and stabilizing the system of voter registration. Chairwoman Lofgren introduced legislation, H.R. 1719, on this subject. The Subcommittee considered the development of a national online voter registration apparatus that would enfranchise millions of additional voters across the country as a number of states, including Arizona, Kansas and Washington, considered implementing internet based voter registration systems. Committee staff met with numerous interest groups and discussed the progression of online voter registration with federal and state officials, including secretaries of state, to construct a bill that provided for a high level of security regarding user data, reduced overall costs, and increased the accuracy of voter databases.

The Committee also examined legislation addressing the financing of Presidential campaigns, H.R. 6061, the Presidential Funding Act, introduced by Rep Price of North Carolina. This bill placed a heightened emphasis on small donors in order to allow Presidential candidates independence from an overreliance on bundlers and those making large contributions.

A recurring biennial initiative of the Committee in 2010 was its preparations for the mid-term elections. They included the development of a training manual and classes detailing the process of information gathering during the post-election canvassing and recount process. This election cycle produced nine House races in New York, Illinois, Virginia, California, Arizona, Texas and Washington which resulted in bipartisan teams of election observers being sent to these congressional districts for the sole purpose of gathering information for the use of the House of Representatives

should the elections fall under the Federal Contested Election Act. Ultimately, no election contests were filed against new Members-elect of the 112th Congress.

The Committee continued to execute its role in the oversight of the Election Assistance Commission during the 111th Congress. The EAC recently published its 28th report on the status of recommendations issued in the office of Inspector General, titled "Assessment of EAC's Program and Financial Operations". This series of reports detail ongoing activities within the EAC including the plans for continuity of operations and a disaster recovery plan. The Committee staff also met with the EAC regarding HAVA funding as well as with the Inspector General of the EAC regarding the investigation of ACORN's use of Federal grants for voter registration and voter outreach activity. Both the Committee's staff and EAC counsels met to discuss a newly concluded audit of Project Vote and updated the Committee on the status of grants made to the program and the detailed accounting of Project Vote's use of those grants.

The Committee also worked with the Government Accountability Office (GAO) to ensure that appropriate funding levels were maintained and executed on several issues including requesting that the GAO conduct a study of the Department of Defense's Federal Voting Assistance Program (FVAP) and the impact on voters of the Uniformed and Overseas Citizens Absentee Voters Act (UOCAVA). The Committee has continued to ensure that FVAP targets its funds to the areas of highest priority and has gauged the impact on voter participation rates. In addition, the Committee has worked with the GAO on ascertaining the precise costs associated with administering elections and on keeping the Congress fully informed of all related costs. This information is indispensable for the review of current election policies and the exploration of election reform proposals.

The Committee addressed amendments to the Help America Vote Act with H.R. 2510, the Absentee Ballot Track, Receive and Confirm Act, a bipartisan bill introduced by Representative Susan A. Davis of California intended to reimburse states for the cost of establishing a program to track and confirm absentee ballots. It was ordered reported on June 10, 2009, and passed the House by voice vote on July 30, 2009. The Committee also on June 10 ordered favorably reported another bill by Rep. Davis, H.R. 1604, the Universal Right to Vote by Mail Act of 2009, to allow all eligible voters to vote by mail in Federal elections.

The Committee has exercised its oversight authority of the FEC through regularly scheduled meetings and the monitoring of the FEC's activities through conferences, congressional mandated reports and meetings throughout the 111th Congress. In addition, the Committee gave consideration to the wide range of recommendations sent to Congress by the agency including requiring electronic filing for all Senate candidates and their authorized committees, and revisions of the prohibitions on fraudulent misrepresentations of campaign authorities.

COMMISSION ON CONGRESSIONAL MAILING STANDARDS

The Commission on Congressional Mailing Standards of the U.S. House of Representatives (Franking Commission), established by

Public Law 93-191, is composed of six members appointed by the Speaker of the House, three from the majority, and three from the minority. The Speaker shall designate as Chairman of the Franking Commission, from among the members of the Committee on House Administration, one of the members appointed to the Commission.

In the 111th Congress, the following Members were appointed to serve on the Franking Commission: Susan A. Davis of California, Chair; Brad Sherman of California, Donna Edwards of Maryland, Daniel E. Lungren of California, Tom Price of Georgia and Kevin McCarthy of California.

By law, House Rule and regulation the jurisdiction and related functions of the Franking Commission are:

1. To prescribe regulations governing the proper use of the franking privilege by those entitled to use the privilege in connection with the mailing or contemplated mailing of franked mail under Title 39 U.S.C. sections 3210, 3211, 3212, 3213(2), 3218, 3219 or in connection with the operation of section 3215; in connection with any other Federal law (other than any law which imposes any criminal penalty), or in connection with any rule of the U.S. House of Representatives relating to franked mail [2 U.S.C. 501(d)].
2. Upon the request of any person entitled to use the franking privilege, to provide guidance, assistance, advice, and counsel, through Advisory Opinions or consultations, in connection with the mailing or contemplated mailing of franked mail regarding the application and/or compliance with applicable Federal statutes and House rules and/or regulations. The staff assigned to the Commission is delegated authority by the Commission to perform advisory and counseling functions, subject to review by the Commission. [2 U.S.C. 501(d)].
3. To investigate, decide, and dispose of complaints regarding the misuse of the franking privilege. [2 U.S.C. 501(e)].
4. Upon request of a Member of the U.S. House of Representatives, to provide guidance, assistance, advice, and counsel, through Advisory Opinions or consultations, in connection with the distribution or contemplated distribution of a communication, regardless of media, regarding the application and/or compliance with applicable Federal statutes and House rules and/or regulations.
5. To provide written reminders to offices of the House regarding restrictions on the distribution of mass mailings and communications prior to primary, general, special or runoff elections.

Effective January 3, 1996, all communications required to receive an Advisory Opinion from the Franking Commission are subject to full public disclosure. These Advisory Opinions are made available for review (and duplication) to the public through the Legislative Resource Center, B-106 Cannon House Office Building. Communications that require an Advisory Opinion include mass mailings, mass communications (regardless of media), and communications for which a third party production and/or printing expense exceeding \$350,000 will be incurred. A mass mailing or communication is considered to be any unsolicited communication of substantially identical content initiated by a Member that will potentially be dis-

tributed to, i.e., read by, heard by, or seen by, 500 or more individuals. In the 111th Congress, the Franking Commission had reviewed, considered, and approved 13,845 requests for Advisory Opinions.

The Franking Commission is also responsible for monitoring requests to review Advisory Opinions filed at the Legislative Resource Center to ensure that the applicable public disclosure requirements are fully complied with. In addition, it is the practice of the Franking Commission to provide notice to a Member whenever his or her public disclosure file has been reviewed in whole or in part. In the 111th Congress, the Commission had issued 325 Notifications of Review.

Effective October 1, 2010, the Committee on House Administration eliminated the requirement that in anticipation of the distribution of a mass mailing under the congressional frank, the Member initiating the mailing provide notice to the Finance Office on a Single Drop Mass Mailing Obligation Form of the amount of funds in his or her Member's Representational Allowance to be obligated for the purpose of paying the (estimated) costs of the printing, production and distribution of said mailing. In support of this requirement, the Franking Commission had been tasked with serving as the entry point for the deposit of the Form; upon receipt, assigning a number to each Single Drop Mass Mail Obligation Form to identify the corresponding mailing; and transmitting the Form to the Finance Office for processing. With the elimination of the obligation requirement, the Staff Advisory Opinion Request Form was revised to include information (i.e., the estimated number of pieces to be included and the anticipated date of distribution of the mass mailing), which had been identified by the Finance Office as essential to the reconciliation of the consolidated master monthly billing submitted to the House by the U.S. Postal Service for the total postage costs of franked mail distributed by all House offices or billed in that month, as well as requests submitted by Members for the payment of the related printing and production expenses. To facilitate these processes, when the Franking Commission has completed its review and consideration of a request from a Member for a Staff Advisory Opinion, determined that the content of the mass mailing in question is compliant with applicable law, House Rules and regulations, and provided preliminary notice of such determination to the Member, the Franking Commission notifies the Finance Office that these actions have been completed and forwards the essential information described above to the Finance Office for inclusions in its records.

Pursuant to the provisions of House Rule X Clause 1(j)(f), the Committee on House Administration has jurisdiction over legislation related to the Franking Commission and related functions.

In the 111th Congress the following related bills were referred to but not acted on by the Committee:

- H.R. 2056, Clean Money, Clean Elections Act of 2009 (amends federal postal law to prohibit franked mass mailings by Members of Congress (except public meeting notices) during the 90 days before primary and general election periods, unless they are not candidates for re-election to any other federal office).
- H.R. 5151, Oversight and Spending Transparency (COST) Act of 2010, to limit the amount which may be made available for the

Members' Representational Allowance for fiscal year 2011, to prohibit the use of such Allowance for expenses of official mail of any material other than a document transmitted under the official letterhead of the Member involved, and to require the quarterly statement of costs incurred for official mail by offices of the House of Representatives to provide a separate breakdown of the costs incurred for each method of mass communication covered by the statement.

JOINT COMMITTEE ON PRINTING AND U.S. GOVERNMENT PRINTING
OFFICE

By law, the Government Printing Office (GPO) is the federal government's principal printer, and by House rule, the Committee has oversight jurisdiction of the agency. In addition, by law, the Chairman of the House Administration Committee and the Chairman of the Senate Rules and Administration Committee serve with four other Members of each committee on a Joint Committee on Printing (JCP). The bicameral JCP exercises certain authority over federal printing policy generally, over the GPO and over congressional printing, notably of the Congressional Record. The JCP has no legislative jurisdiction; for the House, the Committee on House Administration enjoys legislative jurisdiction over GPO.

At its organizational meeting for the 111th Congress on April 23, 2009, the Joint Committee elected Senator Charles Schumer as Chairman and Rep. Robert A. Brady as Vice-Chairman. The JCP did not formally meet again during the 111th Congress, with Chairman Schumer exercising JCP authority in consultation with the other JCP Members as necessary and appropriate, within the authority conferred by law and JCP rules.

Among its other responsibilities, the JCP performs an important role with respect to labor relations at GPO. Under the 1926 Keiss Act, GPO employees have the right to bargain collectively over terms and conditions of employment, including wage levels, subject to JCP approval of the resulting contracts. During the 110th Congress, then-JCP Chairman Brady devoted much time to monitoring negotiations underway during the session between the Public Printer and sundry bargaining units. During the 111th Congress, the JCP approved one contract on October 23, 2009, with the Fraternal Order of Police covering four years.

Although the Senate held the chairmanship of the JCP during this Congress, the CHA remained active with respect to its oversight of the GPO and its services to the House. Noting that the support of the GPO is essential to the proper functioning of the Congress, with the Committee's support the GPO participated in exercises and other planning necessary to assure the House can continue its constitutional functions from locations other than the Capitol. The events of September 11, 2001, demonstrated such a need and the Committee oversaw efforts by GPO, the House officers, the Senate and others to prepare for such an eventuality. GPO personnel proved essential to success of such efforts and the Committee greatly appreciates the agency's work.

The Committee also oversaw, on an ongoing basis, the printing of congressional documents published by the JCP and provided to all Members for their own official use, such as the "Pocket" Constitution, "Our Flag," "How Our Laws are Made." The Committee

wishes especially to thank GPO for storing quantities of these publications on GPO premises for the House and delivering them, on order, to Members and committees. Unlike the Senate, which maintains warehouses, the House must prevail upon GPO to hold tens of thousands of publications destined for its Members.

The Government Printing Office works every day, printing the official documents that make the legislative process flow. The Committee wishes to laud GPO's exemplary service during the 111th Congress in a number of key instances, such as its recent, timely delivery of the pictorial directory of the Representatives-elect for use during the New Member Orientation program for the upcoming 112th Congress. GPO also overcame severe time constraints numerous times with respect to the 2009 Inaugural ceremony, health-care legislation, and the financial-reform legislation. When the rest of Washington, D.C., came to a standstill during record snowfalls in December 2009 and February 2010, GPO personnel braved weather conditions and delivered essential products to customers.

Finally, the Committee notes that in April 2010 the President nominated Mr. William J. Boorman, of Maryland, to become the 26th Public Printer. A former GPO employee who has dedicated virtually his entire career to matters related to the agency, Mr. Boorman testified at a confirmation hearing before the Senate Rules Committee on May 25, 2010, and that panel subsequently reported the nomination to the Senate with a favorable recommendation. However, the Senate did not act on the nomination prior to sine die adjournment, whereupon President Barack Obama announced on December 29, 2010, that he would appoint Mr. Boorman as Public Printer using a recess appointment. The Committee believes the President has made an excellent choice in Mr. Boorman and looks forward to his confirmation by the Senate in 2011. The Committee looks forward to working with the new Public Printer in this time of rapid changes in how the federal government disseminates public information.

COMMITTEE MEETINGS AND HEARINGS

The Committee met for organizational purposes and adopted committee resolutions 111-1, 111-2, 111-3, and 111-4 by voice vote. On February 11, 2009, the Committee received testimony from various committee Chairmen and Ranking Members regarding their individual committee funding requests and allocations for the One Hundred Eleventh Congress. That testimony continued on February 25, 2009.

On March 25, 2009, the Committee met and marked up the following: H. Res. 279, providing for the expenses of certain committees of the House of Representatives in the One Hundred Eleventh Congress; H. Res. 303, dismissing the election contest relating to the office of Representative from the First Congressional District of Hawaii; H.R. 1299, to make technical corrections to the laws affecting certain administrative authorities of the United States Capitol Police; H.R. 1679, the House Reservists Pay Adjustment Act of 2009; H.R. 151, the Daniel Webster Congressional Clerkship Act of 2009; H.R. 586, the Civil Rights History Project Act of 2009; H.R. 749, to amend the Federal Election Campaign Act of 1971 to permit candidates for election for Federal office to designate an individual who will be authorized to disburse funds of the authorized

campaign committees of the candidate in the event of the death of the candidate; and H.R. 415, Fallen Heroes Flag Act of 2009. All bills and resolutions were ordered favorably reported. The committee also agreed to Committee Resolution 5, providing an Official Mail Allowance to Committees of the House for the 111th Congress.

The Subcommittee on Elections met on March 26, 2009 to examine issues relating to the 2008 Election. The Subcommittee received testimony from the following witnesses: The Honorable Gineen Beach, Chairwoman, U.S. Election Assistance Commission; The Honorable Gracia Hillman, Vice-Chairwoman, U.S. Election Assistance Commission; Mr. George Gilbert, Director, Guilford County Board of Elections; Mr. Keith Cunningham, Director, Allen County Board of Elections; Ms. Melanie Campbell, Executive Director, National Coalition of Black Civic Participation; Ms. Patty Ferguson Bohnee, Native Vote Election Protection Coordinator, National Congress of American Indians; Mr. Arturo Vargas, Executive Director, National Association of Latino Elected and Appointed Officials; Mr. Eric Eversole, Former Attorney, Civil Rights Division of the U.S. Department of Justice; and Mr. Doug Chapin, Director, Election Initiatives, Pew Center on the States.

On April 1, 2009, the Committee received testimony from the following witnesses regarding asbestos abatement and management at the Smithsonian Institution: Dr. G. Wayne Clough, Secretary, Smithsonian Institution; Mr. James August, Former Director, Occupational Health & Safety Program (AFSCME), Senior Policy Advisor, the Lippy Group; Mr. Daniel O. Chute, President, Atrium Environmental Health and Safety Services; Mr. Gary Urban, Vice President of Consulting Services, Aerosol Monitoring and Analysis, Inc.; and Mr. William Brennan, Executive Vice President, Turner Construction Company.

Also on April 1, 2009, the Subcommittee on Elections examined the inability of the U.S. Election Assistance Commission (EAC) to provide sufficient accounting records to conduct an audit in accordance with standards set forth by the Comptroller General of the United States. Additionally, allegations of potential misallocation of resources and lack of internal controls on matters related to grant accounting and agency expenditures were discussed. The Subcommittee received testimony from the following: Mr. Curtis Crider, Inspector General, U.S. Election Assistance Commission, The Honorable Gineen Beach, Chairwoman, U.S. Election Assistance Commission; The Honorable Gracia Hillman, Vice-Chairwoman, U.S. Election Assistance Commission; The Honorable Donetta Davidson, Commissioner, U.S. Election Assistance Commission; and Mr. Thomas Wilkey, Executive Director, U.S. Election Assistance Commission.

The Committee reviewed the Library of Congress's IT strategic planning on April 29, 2009. The Committee received testimony from the following: Dr. James Billington, Librarian of Congress; Laura Campbell, Chief Information Officer, LOC; Jo Ann Jenkins, Chief Operating Officer, LOC; and Mr. Karl Schornagel, Inspector General, LOC.

On May 6, 2009, the Committee discussed recommendations and timeline for the necessary renovations of the House Office Buildings and Underground Garages. The Committee received testimony

from the following: Mr. Stephen T. Ayers, AIA, Acting Architect of the Capitol; and Mr. Terrell G. Dorn, Director, Physical Infrastructure Issues, Government Accountability Office.

Members of the Subcommittee on Elections had an opportunity to gather information on recent outreach efforts of the Federal Voting Assistance Program (FVAP) during a May 29, 2009 hearing that focused on hurdles military and overseas voters encounter when trying to vote from abroad. The Committee received testimony from the following: The Honorable Gail McGinn, Acting Undersecretary for Personnel and Readiness, Department of Defense; Captain Patricia Garcia, Voting Assistance Officer, USAF; Mr. Rokey Suleman, General Registrar, Fairfax County, Virginia; and Ms. Jessie Jane Duff, Gunnery Sergeant, USMC (ret.)

On June 10, 2009, the Committee ordered reported favorably the following: H.R. 1196, to authorize the Chief Administrative Officer of the House of Representatives to carry out a series of demonstration projects to promote the use of innovative technologies in reducing energy consumption and promoting energy efficiency and cost savings in the House of Representatives, by voice vote; H.R. 2510, Absentee Ballot Track, Receive and Confirm Act, by voice vote; H.R. 1604, as amended, Universal Right to Vote by Mail Act of 2009, by recorded vote of 4 Yeas to 2 Nays; H.R. 512, as amended, Federal Election Integrity Act of 2009, by voice vote; H.R. 2728, as amended, William Orton Law Library Improvement and Modernization Act, by voice vote; H.R. 1752, as amended, to provide that the usual day for paying salaries in or under the House of Representatives may be established by regulations of the Committee on House Administration, by voice vote; H.R. 2393, Military Voting Protection Act of 2009, by voice vote; H. Con. Res. 135, Directing the Architect of the Capitol to place a marker in Emancipation Hall in the Capitol Visitor Center which acknowledges the role that slave labor played in the construction of the United States Capitol, and for other purposes, by voice vote; and H. Con. Res. 131, Directing the Architect of the Capitol to engrave the Pledge of Allegiance to the flag and the National Motto, "In God we trust," in the Capitol Visitor Center, by voice vote.

A July 15, 2009, the Committee held a hearing on uniform standards in the administration of elections primarily in the areas of poll-worker training, provisional balloting, and emergency paper ballots. The Committee received testimony from the following: The Honorable Mary Herrera, Secretary of State of New Mexico; The Honorable Ron Thornburgh, Secretary of State of Kansas; Ms. Freddie Oakley, Yolo County Clerk-Recorder in California; and Mr. Edward A. Hailes Jr., Managing Director and General Counsel, Advancement Project.

On July 23, 2009, the Committee held a hearing on "Strategies for Expanding Access to Democracy". The Committee received testimony from the following: Ms. Cameron P. Quinn, U.S. Election Law and Election Administration; Ms. Rebecca Wales, Director of Communications for the organization Smart Girl Politics; Tom Joyner, Chairman & Founder, REACH Media Inc. Host, "The Tom Joyner Morning Show", Founder, Tom Joyner Foundation; and Elizabeth Westfall, Director of the Voter Protection Program at Advancement Project.

The Committee held a hearing on the management of the *Worklife Services Center* at the Library of Congress on July 29, 2009. The Committee received testimony from the following: Mr. Dennis Hanratty, Director for Human Resources, LOC; and Mr. Karl Schornagel, Inspector General, LOC.

On July 30, 2009, the Committee held a hearing on “H.R. 1826 and the Public Financing of Congressional Campaigns”. The Committee received testimony from the following: Rep. John Larson (Dem-CT-1), Rep. Chellie Pingree (Dem-ME-1), Rep. Walter Jones (Rep.-NC-3), The Honorable Hannah Pingree, Speaker, Maine House of Representatives; Mr. Jeffrey Garfield, Executive Director & General Counsel, Connecticut State Elections Enforcement Commission; Mr. Bradley Smith, Professor of Law, Capital University School of Law; Mr. John Samples, Director, Center for Representative Government, CATO Institute; and Mr. Arn Pearson, Vice President for Programs, Common Cause.

The Subcommittee on Capitol Security held a hearing titled “Securing Personally Identifiable Information within the United States Capitol Police” on October 10, 2009. Testimony was received from Chief Phillip D. Morse, Sr., of the U.S. Capitol Police and Mr. Carl W. Hoecker, Inspector General of the U.S. Capitol Police.

On October 21, 2009, the Subcommittee on Elections held a hearing on “The Modernization of the Election Registration Process”. The Committee received testimony from The Honorable Elaine Manlove, The Honorable Todd Rokita, Ms. Katie Blinn, and Mr. Doug Chapin.

The Committee ordered reported favorably the following on November 4, 2009: H.R. 3224, to authorize the Board of regents of the Smithsonian Institution to construct a vehicle maintenance building; H.R. 2843, Architect of the Capitol Appointment Act of 2009; H.R. 3489, Prohibiting Challenges of Voters Facing Foreclosure; H.R. 3542, State Admission Day Recognition Act. The Committee also agreed to Committee Resolution 111-6, to adopt voucher documentation standards, and Committee Resolution 111-7, to prohibit text messaging while driving on official business.

On January 27 and February 3, 2010, the Committee heard testimony from the Chairs and Ranking Minority Members of House Committees at an oversight hearing, required by House Resolution 279, regarding usage of Committee funding for the first session of the 111th Congress.

Following the Supreme Court’s Decision in the *Citizens United vs. FEC* case, the Committee held a hearing on February 3, 2010, about “The Future of Campaign Finance in an Age of Supreme Court Activism”. The Committee received testimony from Mr. Robert Lenhard, of Counsel, Covington & Burling LLP; Ms. Judith Browne-Dianis, Co-Director, Advancement Project; Ms. Mary G. Wilson, President, League of Women Voters; Ms. Ciara Torres-Spelliscy, Counsel, Brennan Center for Justice; Ms. Allison Hayward, Assistant Professor of Law, George Mason University School of Law; and Mr. Steve Simpson, Senior Attorney, Institute for Justice.

On April 28, 2010, the Committee held a meeting and agreed to Committee Resolution 111-8 authorizing energy demonstration projects in the House of Representatives. A hearing immediately followed on “Oversight of the Clerk, Sergeant at Arms, Chief Ad-

ministrative Officer and Inspector General of the House of Representatives". The Committee received testimony from Lorraine C. Miller, Clerk of the House; Wilson Livingood, Sergeant at Arms; Daniel P. Beard, Chief Administrative Officer; and Theresa Grafenstine, Acting Inspector General.

Beginning on May 6th and again on May 11th, the Committee held hearings on H.R. 5175, the DISCLOSE ACT. Witnesses at the two hearings included Mr. Donald J. Simon, Partner, Sonosky, Chambers, Sachse, Enderson, & Perry, LLP; Mr. Nick Nyhart, President & CEO, Public Campaign; Mr. Theodore B. Olson, Partner, Gibson, Dunn & Crutcher, LLP; Mr. David Bossie, President, Citizens United; Ms. Lisa Gilbert, Democracy Advocate, U.S. PIRG; Mr. Craig Holman, Legislative Representative, Public Citizen; Hon. Trevor Potter, President and General Counsel, Campaign Legal Center; Mr. John C. Coates, Professor of Law and Economics, Harvard Law School; Ms. Elizabeth Lynch, Attorney, China Law & Policy; Hon. Michael Toner, Partner, Bryan Cave, LLP; and Mr. William McGinley, Attorney, Patton Boggs, LLP.

On May 20, 2010, the Committee met to markup H.R. 5175, The DISCLOSE ACT and ordered it reported it favorably to the House, by voice vote, on May 20th, 2010.

On July 14, 2010, the Committee met to approve Committee Resolution 111-9, to Allow Funds from an MRA to be Used in Online Advertisements, and Committee Resolution 111-10, Amending Voucher Document Standards, and to order reported favorably H.R. 5493, H.R. 5711, H.R. 5681, H.R. 5682, and H.R. 5717.

The Subcommittee on Capitol Security met on July 29, 2010. in a hearing on "U.S. Capitol Police Budget Concerns". The Committee received testimony Chief Phillip D. Morse, Sr., of the United States Capitol Police and Mr. Carl W. Hoecker, Inspector General of the United States Capitol Police.

On September 23, 1010, the Committee met to markup H.R. 6116, The Fair Elections Now Act, and ordered it favorably to the House by voice vote.

APPENDIX

Rules of the Committee on House Administration

One Hundred Eleventh Congress

RULE NO. 1

General provisions

(a) The Rules of the House are the rules of the Committee so far as applicable, except that a motion to recess from day to day is a privileged motion in the Committee. Each subcommittee of the committee is a part of the committee and is subject to the authority and direction of the chair and to its rules as far as applicable.

(b) The Committee is authorized at any time to conduct such investigations and studies as it may consider necessary or appropriate in the exercise of its responsibilities under House Rule X and, subject to the adoption of expense resolutions as required by House Rule X, clause 6, to incur expenses (including travel expenses) in connection therewith.

(c) The Committee is authorized to have printed and bound testimony and other data presented at hearings held by the Committee, and to make such information available to the public. All costs of stenographic services and transcripts in connection with any meeting or hearing of the Committee shall be paid from the appropriate House account.

(d) The Committee shall submit to the House, not later than January 2 of each odd-numbered year, a report on the activities of the committee under House Rules X and XI during the Congress ending at noon on January 3 of such year.

(e) The Committee's rules shall be published in the Congressional Record not later than 30 days after the Committee is elected in each odd-numbered year.

RULE NO. 2

Regular and special meetings

(a) The regular meeting date of the Committee on House Administration shall be the second Wednesday of every month when the House is in session in accordance with Clause 2(b) of House Rule XI. Additional meetings may be called by the Chair of the Committee as she or he may deem necessary or at the request of a majority of the members of the Committee in accordance with Clause 2(c) of House Rule XI. The determination of the business to be considered at each meeting shall be made by the Chair subject to Clause 2(c) of House Rule XI. A regularly scheduled meeting may be dispensed with if, in the judgment of the Chair, there is no need for the meeting.

(b) If the Chair is not present at any meeting of the Committee, or at the discretion of the Chair, the Vice Chair of the Committee shall preside at the meeting. If the Chair and Vice Chair of the Committee are not present at any meeting of the Committee, the ranking member of the majority party who is present shall preside at the meeting.

RULE NO. 3

Open meetings

As required by Clause 2(g), of House Rule XI, each meeting for the transaction of business, including the markup of legislation of the Committee shall be open to the public except when the Committee in open session and with a quorum present determines by record vote that all or part of the remainder of the meeting on that day shall be closed to the public because disclosure of matters to be considered would endanger national security, would compromise sensitive law enforcement information, or would tend to defame, degrade or incriminate any person, or otherwise would violate any law or rule of the House: Provided, however, that no person other than members of the Committee, and such congressional staff and such other persons as the Committee may authorize, shall be present in any business or markup session which has been closed to the public.

RULE NO. 4

Records and rollcalls

(a)(1) A record vote shall be held if requested by any member of the Committee.

(a)(2) The result of each record vote in any meeting of the Committee shall be made available for inspection by the public at reasonable times at the Committee offices, including a description of the amendment, motion, order or other proposition; the name of each member voting for and against; and the members present but not voting.

(a)(3) The Chairman shall make the record of the votes on any question on which a record vote is demanded available on the Committee's website not later than two calendar days after such vote is taken (excluding Saturdays, Sundays, and legal holidays). Such record shall include a description of the amendment, motion, order, or other proposition, the name of each member voting for and each member voting against such amendment, motion, order, or proposition, and the names of those members of the committee present but not voting.

(b)(1) Subject to subparagraph (2), the Chair may postpone further proceedings when a record vote is ordered on the question of approving any measure or matter or adopting an amendment. The Chair may resume proceedings on a postponed request at any time.

(2) In exercising postponement authority under subparagraph (1), the Chair shall take all reasonable steps necessary to notify members on the resumption of proceedings on any postponed record vote.

(3) When proceedings resume on a postponed question, notwithstanding any intervening order for the previous question, an under-

lying proposition shall remain subject to further debate or amendment to the same extent as when the question was postponed.

(c) All Committee and subcommittee hearings, records, data, charts, and files shall be kept separate and distinct from the congressional office records of the member serving as Chair; and such records shall be the property of the House and all members of the House shall have access thereto.

(d) House records of the Committee which are at the National Archives shall be made available pursuant to House Rule VII. The Chair shall notify the ranking minority member of any decision to withhold a record pursuant to the rule, and shall present the matter to the Committee upon written request of any Committee member.

(e) To the maximum extent feasible, the Committee shall make its publications available in electronic form.

RULE NO. 5

Proxies

No vote by any member in the Committee may be cast by proxy.

RULE NO. 6

Power to sit and act; subpoena power

(a) For the purpose of carrying out any of its functions and duties under House Rules X and XI, the Committee or any subcommittee thereof is authorized (subject to subparagraph (b)(1) of this paragraph)—

(1) to sit and act at such times and places within the United States, whether the House is in session, has recessed, or has adjourned, and to hold such hearings; and

(2) to require, by subpoena or otherwise, the attendance and testimony of such witnesses and the production of such books, records, correspondence, memorandums, papers, documents and other materials as it deems necessary, including materials in electronic form. The Chair, or any member designated by the Chair, may administer oaths to any witness.

(b)(1) A subpoena may be authorized and issued by the Committee or subcommittee in the conduct of any investigation or series of investigations or activities, only when authorized by a majority of the members voting, a majority being present. The power to authorize and issue subpoenas under subparagraph (a)(2) may be delegated to the Chair pursuant to such rules and under such limitations as the Committee may prescribe. Authorized subpoenas shall be signed by the Chair or by any member designated by the Committee, and may be served by any person designated by the Chair or such member.

(2) Compliance with any subpoena issued by the Committee or a subcommittee may be enforced only as authorized or directed by the House.

RULE NO. 7

Quorums

No measure or recommendation shall be reported to the House unless a majority of the Committee is actually present. For the purposes of taking any action other than reporting any measure, issuance of a subpoena, closing meetings, promulgating Committee orders, or changing the rules of the Committee, one-third of the members of the Committee shall constitute a quorum. For purposes of taking testimony and receiving evidence, two members shall constitute a quorum.

RULE NO. 8

Amendments

Any amendment offered to any pending legislation before the Committee or a subcommittee must be made available in written form when requested by any member of the Committee. If such amendment is not available in written form when requested, the Chair will allow an appropriate period of time for the provision thereof.

RULE NO. 9

Hearing procedures

(a) The Chair, in the case of hearings to be conducted by the Committee, and the appropriate subcommittee chair, in the case of hearings to be conducted by a subcommittee, shall make public announcement of the date, place, and subject matter of any hearing to be conducted on any measure or matter at least one (1) week before the commencement of that hearing. If the Chair, with the concurrence of the ranking minority member, determines that there is good cause to begin the hearing sooner, or if the Committee so determines by majority vote, a quorum being present, the Chair shall make the announcement at the earliest possible date. The clerk of the Committee shall promptly notify the Daily Digest Clerk of the Congressional Record as soon as possible after such public announcement is made.

(b) Unless excused by the Chair, each witness who is to appear before the Committee or a subcommittee shall file with the clerk of the Committee, at least 48 hours in advance of his or her appearance, a written statement of his or her proposed testimony and shall limit his or her oral presentation to a summary of his or her statement.

(c) When any hearing is conducted by the Committee upon any measure or matter, the minority party members on the Committee shall be entitled, upon request to the Chair by a majority of those minority members before the completion of such hearing, to call witnesses selected by the minority to testify with respect to that measure or matter during at least one day of hearings thereon.

(d) Any member of the Committee may, if a subcommittee grants unanimous consent for a specific hearing, be permitted to sit during that hearing with a subcommittee on which he or she does not serve, but no member who has not been elected to a subcommittee

shall count for a quorum, offer any measure, motion, or amendment, or vote on any matter before that subcommittee.

(e) Committee or subcommittee members may question witnesses only when they have been recognized by the Chair for that purpose, and only for a 5-minute period until all members present have had an opportunity to question a witness. The 5-minute period for questioning a witness by any one member can be extended as provided by House Rules. The questioning of a witness in Committee or subcommittee hearings shall be initiated by the Chair, followed by the ranking minority member and all other members alternating between the majority and minority. In recognizing members to question witnesses in this fashion, the Chair shall take into consideration the ratio of the majority to minority members present and shall establish the order of recognition for questioning in such a manner as not to disadvantage the members of the majority. The Chair may accomplish this by recognizing two majority members for each minority member recognized.

(f) The following additional rules shall apply to hearings of the Committee or a subcommittee, as applicable:

(1) The Chair at a hearing shall announce in an opening statement the subject of the investigation.

(2) A copy of the Committee rules and this clause shall be made available to each witness as provided by clause 2(k)(2) of Rule XI.

(3) Witnesses at hearings may be accompanied by their own counsel for the purpose of advising them concerning their constitutional rights.

(4) The Chair may punish breaches of order and decorum, and of professional ethics on the part of counsel, by censure and exclusion from the hearings; and the Committee may cite the offender to the House for contempt.

(5) If the Committee determines that evidence or testimony at a hearing may tend to defame, degrade, or incriminate any person, it shall—

(A) afford such person an opportunity voluntarily to appear as a witness;

(B) receive such evidence or testimony in executive session; and

(C) receive and dispose of requests from such person to subpoena additional witnesses.

(6) Except as provided in subparagraph (f)(5), the Chair shall receive and the Committee shall dispose of requests to subpoena additional witnesses.

(7) No evidence or testimony taken in executive session may be released or used in public sessions without the consent of the Committee.

(8) In the discretion of the Committee, witnesses may submit brief and pertinent sworn statements in writing for inclusion in the record. The Committee is the sole judge of the pertinence of testimony and evidence adduced at its hearing.

(9) A witness may obtain a transcript copy of his testimony given at a public session or, if given at an executive session, when authorized by the Committee.

RULE NO. 10

Procedures for reporting measures or matters

(a)(1) It shall be the duty of the Chair to report or cause to be reported promptly to the House any measure approved by the Committee and to take or cause to be taken necessary steps to bring the matter to a vote.

(2) In any event, the report of the Committee on a measure which has been approved by the Committee shall be filed within 7 calendar days (exclusive of days on which the House is not in session) after the day on which there has been filed with the clerk of the Committee a written request, signed by a majority of the members of the Committee, for the reporting of that measure. Upon the filing of any such request, the clerk of the Committee shall transmit immediately to the Chair notice of the filing of that request.

(b)(1) No measure or recommendation shall be reported to the House unless a majority of the Committee is actually present.

(2) With respect to each record vote on a motion to report any measure or matter of a public character, and on any amendment offered to the measure or matter, the total number of votes cast for and against, and the names of those members voting for and against, shall be included in the Committee report on the measure or matter.

(c) The report of the Committee on a measure or matter which has been approved by the Committee shall include the matters required by Clause 3(c) of Rule XIII of the Rules of the House.

(d) Each report of the Committee on each bill or joint resolution of a public character reported by the Committee shall include a statement citing the specific powers granted to the Congress in the Constitution to enact the law proposed by the bill or joint resolution.

(e) If, at the time any measure or matter is ordered reported by the Committee, any member of the Committee gives notice of intention to file supplemental, minority, or additional views, that member shall be entitled to not less than two additional calendar days after the day of such notice, commencing on the day on which the measure or matter(s) was approved, excluding Saturdays, Sundays, and legal holidays, in which to file such views, in writing and signed by that member, with the clerk of the Committee. All such views so filed by one or more members of the Committee shall be included within, and shall be a part of, the report filed by the Committee with respect to that measure or matter. The report of the Committee upon that measure or matter shall be printed in a single volume which—

(1) shall include all supplemental, minority, or additional views, in the form submitted, by the time of the filing of the report, and

(2) shall bear upon its cover a recital that any such supplemental, minority, or additional views (and any material submitted under subparagraph (c)) are included as part of the report. This subparagraph does not preclude—

(A) the immediate filing or printing of a Committee report unless timely request for the opportunity to file sup-

plemental, minority, or additional views has been made as provided by paragraph (c); or

(B) the filing of any supplemental report upon any measure or matter which may be required for the correction of any technical error in a previous report made by the Committee upon that measure or matter.

(3) shall, when appropriate, contain the documents required by Clause 3(e) of Rule XIII of the Rules of the House.

(f) The Chair, following consultation with the ranking minority member, is directed to offer a motion under clause 1 of Rule XXII of the Rules of the House, relating to going to conference with the Senate, whenever the Chair considers it appropriate.

(g) If hearings have been held on any such measure or matter so reported, the Committee shall make every reasonable effort to have such hearings published and available to the members of the House prior to the consideration of such measure or matter in the House.

(h) The Chair may designate any majority member of the Committee to act as “floor manager” of a bill or resolution during its consideration in the House.

RULE NO. 11

Committee oversight

The Committee shall conduct oversight of matters within the jurisdiction of the Committee in accordance with House Rule X, clause 2 and clause 4. Not later than February 15 of the first session of a Congress, the Committee shall, in a meeting that is open to the public and with a quorum present, adopt its oversight plan for that Congress in accordance with House Rule X, clause 2(d).

RULE NO. 12

Review of continuing programs; budget act provisions

(a) The Committee shall, in its consideration of all bills and joint resolutions of a public character within its jurisdiction, ensure that appropriation for continuing programs and activities of the Federal Government will be made annually to the maximum extent feasible and consistent with the nature, requirement, and objectives of the programs and activities involved. For the purposes of this paragraph a Government agency includes the organizational units of government listed in Clause 4(e) of Rule X of House Rules.

(b) The Committee shall review, from time to time, each continuing program within its jurisdiction for which appropriations are not made annually in order to ascertain whether such program could be modified so that appropriations therefore would be made annually.

(c) The Committee shall, on or before February 25 of each year, submit to the Committee on the Budget (1) its views and estimates with respect to all matters to be set forth in the concurrent resolution on the budget for the ensuing fiscal year which are within its jurisdiction or functions, and (2) an estimate of the total amounts of new budget authority, and budget outlays resulting there from, to be provided or authorized in all bills and resolutions within its jurisdiction which it intends to be effective during that fiscal year.

(d) As soon as practicable after a concurrent resolution on the budget for any fiscal year is agreed to, the Committee (after consulting with the appropriate committee or committees of the Senate) shall subdivide any allocation made to it in the joint explanatory statement accompanying the conference report on such resolution, and promptly report such subdivisions to the House, in the manner provided by section 302 of the Congressional Budget Act of 1974.

(e) Whenever the Committee is directed in a concurrent resolution on the budget to determine and recommend changes in laws, bills, or resolutions under the reconciliation process it shall promptly make such determination and recommendations, and report a reconciliation bill or resolution (or both) to the House or submit such recommendations to the Committee on the Budget, in accordance with the Congressional Budget Act of 1974.

RULE NO. 13

Broadcasting of committee hearings and meetings

Whenever any hearing or meeting conducted by the Committee is open to the public, those proceedings shall be open to coverage by television, radio, and still photography, as provided in Clause 4 of House Rule XI, subject to the limitations therein. Operation and use of any Committee Internet broadcast system shall be fair and nonpartisan and in accordance with Clause 4(b) of rule XI and all other applicable rules of the Committee and the House.

RULE NO. 14

Committee and subcommittee staff

The staff of the Committee on House Administration shall be appointed as follows:

(a) The staff shall be appointed by the Chair except as provided in paragraph (b), and may be removed by the Chair, and shall work under the general supervision and direction of the Chair;

(b) All staff provided to the minority party members of the Committee shall be appointed by the ranking member, and may be removed by the ranking minority member of the Committee, and shall work under the general supervision and direction of such member;

(c) The appointment of all professional staff shall be subject to the approval of the Committee as provided by, and subject to the provisions of, clause 9 of Rule X of the Rules of the House;

(d) The Chair shall fix the compensation of all staff of the Committee, after consultation with the ranking minority member regarding any minority party staff, within the budget approved for such purposes for the Committee.

RULE NO. 15

Travel of members and staff

(a) Consistent with the primary expense resolution and such additional expense resolutions as may have been approved, the provisions of this rule shall govern travel of Committee members and staff. Travel for any member or any staff member shall be paid

only upon the prior authorization of the Chair or her or his designee. Travel may be authorized by the Chair for any member and any staff member in connection with the attendance at hearings conducted by the Committee and meetings, conferences, and investigations which involve activities or subject matter under the general jurisdiction of the Committee. Before such authorization is given there shall be submitted to the Chair in writing the following:

- (1) The purpose of the travel;
- (2) The dates during which the travel will occur;
- (3) The locations to be visited and the length of time to be spent in each; and
- (4) The names of members and staff seeking authorization.

(b)(1) In the case of travel outside the United States of members and staff of the Committee for the purpose of conducting hearings, investigations, studies, or attending meetings and conferences involving activities or subject matter under the legislative assignment of the committee, prior authorization must be obtained from the Chair. Before such authorization is given, there shall be submitted to the Chair, in writing, a request for such authorization. Each request, which shall be filed in a manner that allows for a reasonable period of time for review before such travel is scheduled to begin, shall include the following:

- (A) the purpose of the travel;
- (B) the dates during which the travel will occur;
- (C) the names of the countries to be visited and the length of time to be spent in each;
- (D) an agenda of anticipated activities for each country for which travel is authorized together with a description of the purpose to be served and the areas of committee jurisdiction involved; and
- (E) the names of members and staff for whom authorization is sought.

(2) At the conclusion of any hearing, investigation, study, meeting or conference for which travel outside the United States has been authorized pursuant to this rule, members and staff attending meetings or conferences shall submit a written report to the Chair covering the activities and other pertinent observations or information gained as a result of such travel.

(c) Members and staff of the Committee performing authorized travel on official business shall be governed by applicable laws, resolutions, or regulations of the House and of the Committee on House Administration pertaining to such travel.

RULE NO. 16

Number and jurisdiction of subcommittees

(a) There shall be two standing subcommittees, with party ratios of members as indicated. Subcommittees shall have jurisdictions as stated by these rules, may conduct oversight over such subject matter, and may consider such legislation as may be referred to them by the Chair. The names and jurisdiction of the subcommittees shall be:

(1) Subcommittee on Capitol Security—(2/1). Matters pertaining to operations and security of the Congress, and of the Capitol complex including the House wing of the Capitol, the House Office Buildings, the Library of Congress, and other policies and facilities supporting congressional operations; the U.S. Capitol Police.

(2) Subcommittee on Elections—(4/2). Matters pertaining to the Federal Election Campaign Act, the Federal Contested Elections Act, the Help America Vote Act, the National Voter Registration Act, the Uniformed and Overseas Citizens Absentee Voting Act, the Federal Voting Assistance Program, the Bipartisan Campaign Reform Act, the Americans with Disabilities Act (accessibility for voters with disabilities), the Federal Elections Commission (FEC), the Elections Assistance Commission (EAC), and other election related issues.

(b) No subcommittee shall meet during any full Committee meeting or hearing.

(c) The Chair may establish and appoint members to serve on task forces of the Committee, to perform specific functions for limited periods of time, as she or he deems appropriate.

RULE NO. 17

Referral of legislation to subcommittees

The Chair may refer legislation or other matters to a subcommittee, or subcommittees, as she or he considers appropriate. The Chair may discharge any subcommittee of any matter referred to it.

RULE NO. 18

Other procedures and regulations

The Chair may establish such other procedures and take such actions as may be necessary to carry out the foregoing rules or to facilitate the effective operation of the committee.

RULE NO. 19

Designation of clerk of the committee

For the purposes of these rules and the Rules of the House of Representatives, the staff director of the Committee shall act as the clerk of the Committee.

Committee on House Administration

111th Congress Oversight Plan

(Adopted January 27, 2009)

MEMBER SERVICES

- Oversee Members' allowance amounts, including structure and regulations.
- Provide guidance and outreach to congressional offices to ensure compliance with Committee regulations.

- Review and revise the *Members' Congressional Handbook*, a set of regulations governing the expenditure of Members' Representational Allowances.
- Review and revise the *Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives*, a set of regulations governing the acquisition, transfer, and disposal of furnishings, equipment, software, and related services.
- Evaluate the formulas used to calculate the Members' Representational Allowances and consider proposals for change to ensure that all Members have adequate resources for representing their constituents.
- Oversee the processing of vouchers and direct payments, including those for payroll.

New member orientation

- Plan, implement, and oversee the New Member Orientation Program for newly-elected Members of Congress.
- Oversee the planning and implementation of the Congressional Research Service New Member Issues Seminar in Williamsburg.

Intern program

- In coordination with the Senate Committee on Rules and Administration, organize, administer, and oversee the Intern Lecture Series.
- Review and revise the Intern Handbook and other publications and communication materials used in support of the Intern Program.

COMMITTEE FUNDING AND OVERSIGHT

- Review Monthly Reports on committee activities and expenditures.
- Review *Committees' Congressional Handbook*, regulations governing expenditure of committee funds and update regulations as needed.
- Review Primary and any Secondary Expense Resolutions and approve authorization of committee-funding levels in committee and by House Resolution.
- Review Committees' Franking expenditures.

CONGRESSIONAL ACCOUNTABILITY ACT OF 1995

- Monitor application of the Congressional Accountability Act of 1995 (CAA) (P.L. 104-1).
- Review regulations adopted by the Office of Compliance.
- Evaluate resources available to the Office of Compliance and House employing offices to facilitate implementation of the Act.
- Conduct general oversight of the Office of Compliance.
- Monitor ongoing judicial proceedings to determine the impact on the CAA.

FRANKING COMMISSION

- Oversee the Members' use of the congressional frank by providing guidance, advice, and counsel through consultation or advisory opinion on the frankability of congressional mail.

- Review proposals to reform mass mailing practices of Members, and regulations governing such mailings, and monitor current prohibition on mass mailings 90 days before a primary or general election.
- Review previously implemented rules to increase disclosure and improve the accounting of franked mail costs.
- Revise and reprint *Regulations on the Use of the Congressional Frank and Rules on Practice in Proceedings Before the House Commission on Congressional Mailing Standards*.
- Review the formula used to calculate the official mail component of the Members' Representational Allowance.

HOUSE OFFICERS AND HOUSE OPERATIONS

- Analyze management improvement proposals and other initiatives submitted by the House Officers, the Inspector General, the Capitol Police Board, and the Architect of the Capitol.
- Coordinate with the Subcommittee on Legislative Appropriations on matters impacting operations of the House and joint entities.
- Provide policy guidance to the House Officers, Inspector General and the joint entities as appropriate.
- Oversee compliance with the House Employee Classification Act (2 U.S.C. 291 et seq.).
- Assure coordination among officers and joint entities on administrative and technology matters.
- Continue review of congressional continuity issues, including organizing sessions of Congress at alternate locations, technological support for Member communications and chamber operations and filling vacancies in the House.
- Provide policy guidance and conduct oversight of security and safety issues and congressional entities charged with such roles.

Chief Administrative Officer

- Review procedures for processing contracts with the House that exceed the threshold of \$250,000.
- Continue to review the current financial management system and implementation of the Financial System Replacement project.
- Review the structure of House Information Resources and determine organizational direction of technology services in the House.
- Review and oversee information technology services provided, maintained or hosted by House Information Resources. Continue oversight of failsafe procedures to guarantee continuity of operations.
- Review new technology initiatives to better serve Members, committees, and the House.
- Continue review of functions and administrative operations assigned to the Chief Administrative Officer.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review the operations of the House gift shop and methods of proposed management.

- Continue review of House restaurant operations; furniture policy, inventory and selection; and alternatives to the current mail delivery process in order to strengthen the services and tools available to Members and staff.
- Continue review of Greening the Capitol operations by both the Chief Administrative Officer and the Architect of the Capitol and consider whether further legislative support is required for these efforts.
- Review the printing needs of the Chief Administrative Officer's operation to identify the potential for eliminating duplication through greater use of GPO services.
- Examine Chief Administrative Officer's role in assuring accessibility to the House wing of the Capitol, the House Office Buildings and other House facilities consistent with the Americans with Disabilities Act.
- Review staff benefits offered by the House and proposals to expand such benefits.

Clerk of the House

- Review the administration of audio transmission on the House floor. Continue oversight of proposals for modification of the Electronic Voting System.
- Review and approve contracts and requests for proposals by the Clerk that exceed the \$250,000 spending threshold.
- Oversee the Document Management System.
- Review progress towards defining a standard for the electronic exchange of legislative information among the Houses of Congress and legislative-branch agencies.
- Coordinate on matters under the jurisdiction of the House Fine Arts Board.
- Continue review of functions and administrative operations assigned to the Clerk.
- Review of semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review the printing needs of the Clerk to evaluate the potential for eliminating duplication through greater use of GPO services.
- Oversee preparation of *Hispanic Americans in Congress*, *Asian and Pacific Islander Americans in Congress*, and other congressionally-authorized publications.

Sergeant at Arms

- Review security operations in the House, including the House chamber, the galleries, the Capitol, House Office Buildings, and Capitol Grounds.
- Review semi-annual financial and operational status reports; recommend changes in operations to improve services and increase efficiencies.
- Review impact of electronic access to controlled spaces.
- Continue review of functions and administrative operations assigned to the Sergeant at Arms.
- Review the security operation of House parking facilities, regulations, and allocation of parking spaces.

- Consult with the Sergeant at Arms on policies adopted by the Capitol Police Board.
- Review the policies and procedures for visitor access to the Capitol.
- Review the printing needs of the Sergeant at Arms and the Capitol Police Board to identify the potential for eliminating duplication through greater use of GPO services.
- Examine Sergeant at Arms' role in assuring accessibility to the House wing of the Capitol, the House Office Buildings, and other House facilities consistent with the Americans with Disabilities Act.
- Review the use of technology generally in the protection of the House of Representatives.
- Oversee implementation of coordinated plans for emergency evacuation and response.

House Inspector General

- Review proposed audit plan and audit reports.
- Review comprehensive financial and operational audits of the House, investigate any irregularities uncovered, and monitor necessary improvements.
- Monitor progress of House audits.
- Continue review of functions and administrative operations assigned to the Inspector General.
- Direct Inspector General to conduct management advisories to improve implementation and operation of key House functions.

OVERSIGHT OF LEGISLATIVE BRANCH AND OTHER ENTITIES

Information and technology coordination

- Oversee, in conjunction with the Senate, forums for the sharing of technology plans and capabilities among the legislative branch agencies.
- Oversee, in conjunction with the Senate, the Legislative Branch Telecommunications group.
- Oversee continuing improvements to the Legislative Information System.
- Oversee work of the Legislative Branch Financial Managers' Council.

Library of Congress

- Oversee the remedial measures taken by the Library in response to audit issues.
- Conduct a review of the progress that the Library has made in providing public access to government information, especially in electronic form.
- Continue oversight of Library of Congress operations, including inventory and cataloguing systems.
- Continue oversight of Law Library operations.
- Continue oversight of Congressional Research Service operations, and consider any need to modify management of the Service.
- Review implementation of the Library of Congress Fiscal Operations Improvement Act of 2000 (Public Law 106-481), the Vet-

erans' Oral History Project Act (Public Law 106–380), the National Recording Preservation Act of 2000 (Public Law 106–474), and the History of the House Awareness and Preservation Act (Public Law 106–99).

- Consider human-resources legislation proposed by the Library.
- Review the use of technology generally in Library of Congress operations.
- Review printing policies of the Library of Congress to assure compliance with Title 44 of the U.S. Code.
- Review reports by Library of Congress Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the Library of Congress Inspector General's office.

U.S. Capitol Police

- Generally oversee operations of the agency.
- Review need for additional USCP facilities and equipment.
- Review analysis of uniformed officer post/duty assignments to determine and authorize force levels to meet the agency's security requirements, especially with the advent of the Capitol Visitor Center and responsibility for Library of Congress and U.S. Botanic Garden.
- Monitor human-resources needs of the agency, including civilian component, attrition rates, recruitment efforts and incentive programs for officers and civilian employees.
- Review USCP training program for new recruits, and in-service training.
- Review and approve all department reorganizations, creation of new positions, appointments, terminations, and certain promotions.
- Authorize and oversee the installation and maintenance of new security systems and devices proposed by the Police Board.
- Review and authorize regulations prescribed by the Police Board for use of law enforcement authority by the Capitol Police.
- Oversee implementation of merger of Library of Congress police force with USCP under Public Law 110–178.
- Examine Capitol Police role in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- Review the use of technology generally in the protection of the House of Representatives.
- Review reports by USCP Inspector General and implementation of audit recommendations. Examine options to improve operation and structure of the USCP Inspector General's office.

Government Printing Office

- Oversee operations of the Government Printing Office, including the Superintendent of Documents.
- Review the need for legislation to reform government printing by eliminating redundancies, increasing efficiency, and enhancing public access to government publications.
- Examine options to improve operation and structure of the GPO Inspector General's office. Monitor implementation of reme-

dial actions taken to address audit issues identified by the GPO Inspector General.

- Review the printing needs of the House of Representatives to identify the potential for eliminating duplication through greater use of GPO services.
- Examine current GPO printing and binding regulations to determine advisability of change.
- Oversee Superintendent of Documents' Sales and Depository Library Programs.
- Review use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.
- Review GPO labor practices and labor agreements.
- Oversee preparation of the revised edition of *Hispanic Americans in Congress*, the first edition of *Asian and Pacific Islander Americans in Congress*, and other congressionally-authorized publications, including publications supporting operations of the Capitol Visitor Center.

COMMITTEE RESOLUTIONS FOR THE 111TH CONGRESS

ADOPTION OF COMMITTEE RULES FOR THE 111TH CONGRESS

(Committee Resolution #111–1)

Adopted January 27, 2009

ELECTION OF SUBCOMMITTEE CHAIRS AND MEMBERS

(Committee Resolution #111–2)

Adopted January 27, 2009

ADOPTION OF OVERSIGHT PLAN FOR THE 111TH CONGRESS

(Committee Resolution #111–3)

Adopted January 27, 2009

ADOPTION OF AMENDMENTS TO HOUSE PARKING POLICY

(Committee Resolution #111–4)

Adopted January 27, 2009

PROVIDING OFFICIAL MAIL ALLOWANCE TO COMMITTEES OF THE
HOUSE FOR THE 111TH CONGRESS

(Committee Resolution #111–5)

Adopted March 25, 2009

TO ADOPT VOUCHER DOCUMENTATION STANDARDS

(Committee Resolution #111–6)

Adopted November 4, 2009

TO PROHIBIT TEXT MESSAGING WHILE DRIVING ON OFFICIAL BUSINESS

(Committee Resolution #111–7)

Adopted November 4, 2009

COMMITTEE RESOLUTION RELATING TO ENERGY DEMONSTRATION
PROJECTS

(Committee Resolution #111–8)

Adopted April 28, 2010

COMMITTEE RESOLUTION TO ALLOW FUNDS FROM AN MRA TO BE USED
IN ONLINE ADVERTISEMENTS

(Committee Resolution #111–9)

Adopted July 14, 2010

COMMITTEE RESOLUTION AMENDING VOUCHER DOCUMENT STANDARDS

(Committee Resolution #111–10)

Adopted July 14, 2010

